



## MEMORANDUM

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**TO:** Department Directors

**DATE:** December 24, 2003

**SUBJECT:** FY 2004-05 Proposed  
Operating Budget  
Manual

**FROM:** David M. Morris, Director  
Office of Strategic Business Management

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As we begin preparation of the operating budget for the upcoming fiscal year beginning October 1, 2004, revisions have been made to the County's Budget Manual to improve the budget development process. To assist departments in the development of their operating budget submissions, the electronic version of this manual will be available online on December 24, 2003. Hard copies are also available upon request. As noted below, budget submissions for departments with budgets of \$8 million or less are due beginning February 9, 2004. Other departments will be advised of their due date by memorandum in the coming weeks. It is essential to the process that each department adheres to its schedule for submitting their budget. If there is a problem, you should call me directly.

As usual, departments should submit Proposed Additions to Core (PATCs) to request additional resources. These PATCs should be achievable within FY 2004-05. Any requests that are multi-year in nature should be put on the future unmet needs list. Also, you will be requested to develop a balanced budget at the preliminary budget level. Generally speaking, that budget information should describe changes from current year service levels through the use of performance measures. Consistent with past years, departments are required to describe the effects of any service level adjustments. It is imperative that the information be as realistic and accurate as possible because it will serve as the basis for recommended adjustments if funding levels change from our original projections.

In addition, a separate presentation is being requested for departmental efficiencies. By definition, efficiency changes the way service is provided so that more is done with less. An efficiency is not a service level adjustment. Therefore, it becomes even more necessary to be as precise as possible in estimating the savings from current year efficiencies, and projecting future savings from the continuation of current year efficiencies, and any FY 2004-05 efficiencies.

As in the past, we expect to collect and summarize unmet service needs. Consistent with last year, future unmet service needs are being requested as part of the budget submission. The purpose is to explain service gaps more accurately, clearly, and consistently with the budget presentation.

The following items are highlighted for your reference as you begin formulating your department's budget submission:

*Budget Submission Deadline*

- Departmental operating budget submissions for departments with budgets of \$8 million or less are due to the Office of Strategic Business Management (OSBM) beginning February 9, 2004. All departments will be advised of their specific budget submission due date, as well as their budget hearing date, in the coming weeks. It is essential that the due date is adhered to in order to allow sufficient time for budgetary review and submission of the Proposed Budget to the Board of County Commissioners (BCC) between June 1 and July 15, 2004.

*FY 2004-05 Budget Submissions*

- While preliminary budget figures will not be available until early January, departments can and should begin immediately preparing current year's revenue and expenditure projections, and FY 2004-05 base budget level information, including updated position record information. As in the past, departments are requested to develop a balanced budget submission at the preliminary budget level. Proprietary and fee supported agencies are required to submit preliminary budget submissions that include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as proposed changes.

*Performance Measures*

- Each department has been updating and refining their business plans. Relevant performance measures should be included in departmental business plans and budget submissions. In the budget submission, the performance measure should show a historical review, up-to-date performance and projection for the current fiscal year, and expected goals and benchmarks for FY 2004-05. Departments should continue to work with their budget analysts to develop models (e.g. spreadsheets) to report activity costs and related performance data. As activities are developed, departments may find it beneficial to adjust financial and organizational structures (e.g. add, delete, or combine index codes).

*Summary Charts*

- Consistent with last year, the Budget Preparation Manual includes the budgeting summary charts; this year, the budget submission forms have been revised in order to provide greater linkage between the strategic plan, business plans, and budget allocations. These charts were designed to capture key budget and policy-related management information that will be discussed at the departmental budget hearing.

### Automated Budget Development System (ABDS)

- ABDS has been operational since December 17. The ABDS manual does not include any significant changes from the December, 1996 issue, and therefore is not being included in this package. Any department requiring copies of the ABDS manual should contact OSBM at (305) 375-5143.

### Disaster Issues

- Departments should make every effort to take all necessary steps to close out all pending Damage Survey Reports (DSRs) and Project Worksheets (PWs) so that we can determine the value of any unfunded liability and develop funding options. Additional details and instructions for dealing with unresolved issues are provided in the manual. Pending Federal Emergency Management Agency (FEMA) issues and unfunded hurricane-related liabilities will be discussed in your departmental budget hearing.

### Profit Sharing

- As in the past, profit sharing proposals will be encouraged and deficit sharing will be used on a case-by-case basis where appropriate. The use and timing of all fund sharing will be discussed at your departmental budget hearing to formulate appropriate fund sharing strategies.

### County Rent

- Consistent with past practice, general fund supported departments should not include in their submission the cost for office space in County-owned facilities. Proprietary departments should use the rent roll included and work with General Services Administration.

### Wage Adjustments

- In accordance with the approved collective bargaining unit agreements, all payroll records loaded into ABDS for FY 2004-05 budget calculations will have base pay rates increased by the four percent wage adjustment effective July, 2004. As in the past, general fund supported departments should not budget for the wage adjustments effective July, 2005, which occurs during FY 2004-05. Any such funding required for these departments will be budgeted in countywide and unincorporated municipal service area general fund reserves and will be allocated to departments through the budget amendment process. Proprietary departments, however, will need to budget any such wage adjustment.

### Public Budget Meetings

- During the budget development process, departments are called upon to provide additional information in preparation for workshops and budget briefings. As in prior years, we expect to have meetings with the general public and Community Councils regarding the Proposed Budget. As a result, departments may be required to provide information for, and participate in, these presentations.

Thank you in advance for your cooperation and I look forward to working with you and your staffs in preparing the FY 2004-05 Proposed Budget.

Attachment

cc: Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit  
Honorable Harvey Ruvlin, Clerk of Courts  
Honorable Kathy Fernandez-Rundle, State Attorney  
Honorable Bennett Brummer, Public Defender  
George M. Burgess, County Manager  
Marvin O'Quinn, President, Public Health Trust  
Robert A. Ginsburg, County Attorney  
County Manager's Office Staff  
OSBM Staff

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## PART I. INTRODUCTION

Each year through the budget process Miami-Dade County determines its service priorities and service levels and associated financial and personnel requirements for the next fiscal year. The Board of County Commissioners (BCC) has established between June 1 and July 15 as the submission date for the Manager's Proposed Budget. This submission date requires the budget development process to begin in December of the preceding calendar year and is intended to ensure adequate opportunity for BCC review and reaction to the Proposed Budget.

The most complex and time-consuming part of the budget process is preparing departmental budget submissions. To help departments with this task, the Office of Strategic Business Management (OSBM) has made available this **Annual Budget Submission Manual** electronically and in hard copy, if requested. Departments should use this manual as a guide for preparing and submitting their budgets in a detailed and uniform manner. This information will be the focus of discussion during budget hearings and will form the basis for the County Manager's recommendations in the Proposed Budget. Please refer to the **Automated Budget Development System (ABDS) User's Manual**, for specific instructions on how to use ABDS in the development of your FY 2004-05 operating budget submission.

Individuals preparing departmental operating budget submissions should carefully follow the instructions in this manual. Understanding guidelines and requirements at the beginning of the budget process should enable departments to submit accurate budget requests in a timely manner.

### A. Organization of the Manual

The remainder of the Annual Budget Submission Manual is organized as follows:

Part II provides general guidelines and specific instructions on how to develop and package budget submissions. It also contains instructions for completing the budget summary charts and other manually prepared forms as well as brief descriptions of ABDS reports.

The appendices contain current year and future year information that is required for completing your budget submissions. These include (A) planning assumptions; (B) internal service rates; and (C) indirect cost rates. For your convenience, please note that the operating budget summary forms (Performance Based Budgeting Charts) that are to be submitted by departments are available electronically.

Please also note that the ABDS User's Manual is not included as part of this year's manual. Since no changes have been made to ABDS, departments may use last year's ABDS manual. If additional copies are needed, please contact OSMB.

If you have any questions regarding budget preparation or the information in this manual, please do not hesitate to contact your Budget Analyst at (305) 375-5143.

## **B. Budget Submission Requirements**

All departments are required to submit appropriation (expenditure), revenue, and personnel information in folders (or binders); this constitutes the department's proposed operating budget. Part II of this manual carefully describes the required format for the preparation of these folders. Moreover, some departments also submit Capital Budget and Multi-Year Capital Plan information, possibly including capital outlay reserve (COR) requests.

Consistent with Part II of this manual, departmental operating budget folders consist of detailed information (at the division, section, and index code level) and a summary by department and activity. Information in these folders is reviewed carefully by OSBM in preparation for departmental budget hearings. Copies of budget submissions are used by the County Manager's Office and are available for the Mayor, Board, and the public to review as well.

# **PART II. DEPARTMENTAL BUDGET PREPARATION**

This section of the manual covers the following:

- guidelines and instructions for preparing budget folders,
- a budget checklist with reports and charts identified by budget folder section and order of appearance in the folders,
- descriptions of reports, and
- directions for other charts and forms that make up the folders.

ABDS generates most of the reports required for the budget submission. These reports are described briefly in this section, and directions on how to develop information for, and how to request ABDS reports can be found in the ABDS User's Manual which was distributed separately in previous years. Non-ABDS reports or charts must be completed according to the instructions in this part of the manual. Blank forms are available electronically or from OSBM.

## **A. Budget Folder Organization and General Guidelines**

The following guidelines have been established for preparation of budget folders in order to ensure uniformity in submissions, thereby facilitating review by all involved in the process. Budget folders are divided into four sections:

- Section 1: Summary
- Section 2: Personnel
- Section 3: Appropriations and Revenues
- Section 4: Adjustments and Additions



Multiple-part folders must be used to organize the information requested into the appropriate section of the folder. Some departments with voluminous budget information may find three-ring binders more practical than folders. These binders must be divided into the same four sections listed above. If you do use binders, please be sure that they fit upright in standard file drawers.

**Budget Checklist:**

A list of items to be included in each budget folder is located on the next page. All required reports are listed under the corresponding section where they belong. Optional reports are also listed. You may find optional reports to be of value to you for internal budget needs. You should request all reports generated by ABDS at least once to assess their usefulness to you.

<b>BUDGET CHECKLIST</b>				
	<b>SECTION 1: SUMMARY</b>		<b>REQ</b>	<b>OPT*</b>
	PERFORMANCE BASED BUDGETING CHARTS		X	
	FUNCTIONAL TABLE OF ORGANIZATION		X	
	EXPENDITURE AND PERSONNEL SUMMARY		X	
	<b>SECTION 2: PERSONNEL</b>			
	DIVISION STAFFING CHART		X	
	PERSONNEL SUMMARY - Report available by department, division, index, fund, and project; check with your Budget Analyst for required detail		X	
	B-2 AND PART-TIME REPORT		X	
	REGULAR AND SUPPLEMENTAL SALARIES RECONCILIATION		X	
	SOCIAL SECURITY EXCESS			X
	RETIREMENT ELIGIBILITY			X
	MERIT INCREASE REPORT		X	
	LONGEVITY BONUS			X
	POSITION AUDIT (Regular and/or Monetary)			X
	EXECUTIVE BENEFIT SUMMARY		X	
	VACANCY REPORT		X	
	<b>SECTION 3: APPROPRIATIONS AND REVENUES</b>			
	APPROPRIATIONS	DEPARTMENT	X	
		DIVISION	X	
		INDEX	X	
		FUND		X
		SUBFUND		X
		PROJECT		X
	EXPENDITURE JUSTIFICATION		X	
	MILESTONES & SCHEDULES FOR INCOMPLETE FEMA PROJECTS			X
	INSTALLMENT (FINANCED) PURCHASES			X
	REVENUE SUMMARY - Report available by department, index, and fund		X	
	GRANT FUNDING SUMMARY		X	
	<b>SECTION 4: ADJUSTMENTS AND ADDITIONS</b>			
	SERVICE ADJUSTMENTS	DETAIL	X	
		SUMMARY	X	
		FUND		X
	PROPOSED ADDITIONS	DETAIL	X	
		SUMMARY	X	
		FUND		X
	PROPOSED NEW/INCREASED FEES		X	
	PAYMENTS TO AND FROM OTHER DEPARTMENTS		X	

*\*YOUR BUDGET ANALYST MAY REQUIRE SOME OPTIONAL REPORTS.*

Be sure to request the B-2 salary forecast and an appropriation report as soon as ABDS comes online. These two reports should form the basis for your initial budget work, since they contain current information on budgeted personnel, appropriations, and expenditures.

**Departments must submit FOUR copies of each operating budget folder to OSBM. Departmental operating budget submissions for departments with budgets of \$8 million or less are due to OSBM beginning February 9, 2004. All departments will be advised of their specific budget submission due date, as well as their budget hearing date, in the coming weeks. It is essential that all departments adhere to the due date to ensure the Proposed Budget can be completed within the time schedule.**

## **B. Instructions for Preparing Budget Folders**

### **Section 1: Summary**

The first section of the budget folders contains basic departmental summary information. Brief descriptions of each chart or report are provided here in the order they should appear in Section 1 of the folders.

- This year we continue to transition to a budget process that links resource allocation to our strategic and business plans. To accommodate this strategy, the budget summary charts were redesigned to link goals and objectives with this Performance Based Budgeting (PBB) philosophy. The PBB charts shown and described below are for illustrative purposes only; the actual forms are available as automated spreadsheets on the network drive; these files should be downloaded for individual departmental use.
- The purpose of summary charts is to facilitate and focus the discussions at the departmental budget hearings. In that regard, summary charts should emphasize the underlying principles of the budget, should require only information needed for the budget hearings, should highlight major budgetary issues, and should be as concise as possible.
- The charts capture capital and operating issues. Each department should work with its Budget Analyst to customize the charts as necessary. As you prepare the PBB charts, **please remember they are summary charts.** They should be concise and serve as an aid to discussion. These charts should not include details, which can be discussed at the budget hearings, or which are better presented through a separate handout.

### **Instructions for Performance Based Budgeting Charts**

An example of how the Performance Based Budgeting Charts should be completed is available via email from your Budget Analyst upon request. The instructions for the completion of these charts are as follows:

#### **Chart I: FY 2004-05 MAJOR PROGRAMS/INITIATIVES AND BUDGET HIGHLIGHTS**

This section describes in priority order the department's major programs and initiatives for FY 2004-05, describes the performance/service impact of the program, as well as the funding impact and impact to the department's position count. It also shows how each of the department's programs are related to one of the strategic plan's related outcomes and how it is related to the County Manager's budget priorities released at the end of January. Each department should describe what will be accomplished in FY 2004-05 at the base budget level, the preliminary budget level, and with additional funding (if available) for additional budget requests. Please note that the major programs described at the base budget level may not total to the department's base budget.

Also, indicate, in priority order, your proposed service adjustments to meet the preliminary budget level. Include the major program or activity, a name of the service adjustment, a description of the service adjustment including the service impact to which related outcome of your departmental business plan this relates, the FY 2004-05 funding impacts (by Countywide General Fund, UMSA General Fund, and Other funding source), the number of positions associated with this service adjustment, and the County Manager's priorities.

It should be noted that Chart I will include both the proposed additions to core (PATCs) and service level adjustments (SLAs). Departments should begin with the programs and initiatives included at base budget, include SLA (in priority order) to arrive at the preliminary budget level, and then include any other requests for SLAs should additional funding be available. All service adjustments (both improvements and reductions) should be achievable in FY 2004-05. Any future year improvements should be included on Chart V.

General fund departments will be required to prioritize all SLAs to arrive from the base budget level to the preliminary budget level.

Each adjustment should be described in terms of service impact, not merely the description of the cut (i.e. the adjustment should be described as "response time will increase from three days to five days" instead of "cut two unskilled laborers").

Your Budget Analyst will be available to answer questions related to completing this and all the other performance based budgeting charts.

PERFORMANCE BASED BUDGETING: CHART I									
FY 2004-05 MAJOR PROGRAMS/INITIATIVES AND BUDGET HIGHLIGHTS									
Department: _____									
Priority by Funding Source	Related Outcome(s)	Program/Initiative or Budget Highlight	Description and Performance/Service Impact (from __ units to __ units)	FY 2004-05 Funding Impacts			Positions Impacted	Manager's Priorities	
				Countywide	UMSA	Other			
1									
2									
3									
4									
5									
BASE BUDGET SUBMISSION:									
6									
7									
8									
9									
FY 2004-05 Requests if Additional Funding is Available				PRELIMINARY BUDGET:			0	0	0
10									
11									
12									
13									
REQUESTS:							0	0	0

## **Chart II: GENERAL DEPARTMENTAL SUMMARY**

Provide a one-page summary of the entire department and one-page summary for each operating fund.

- A. Operating Budget – Revenues and Expenditures** – This section will be slightly different for each department, depending upon your sources of revenue. Provide actual revenue and expenditure information for FY 2001-02, FY 2002-03, budgeted and projected revenues and expenditures for FY 2003-04, and base budget and preliminary budget data for FY 2004-05.

PERFORMANCE BASED BUDGETING: CHART II GENERAL DEPARTMENTAL SUMMARY						
Department: _____ Fund: _____		(all dollars in thousands)				
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	FY 2004-05
	Actual	Actual	Budget	Projection	Base Budget Submission	Preliminary Budget Submission
<b>A) OPERATING BUDGET - REVENUES AND EXPENDITURES</b>						
<b>REVENUE BY MAJOR CATEGORY</b>						
Carryover						
General Fund Revenue						
Other Revenues (add more rows as necessary)						
<b>TOTAL REVENUE</b>	0	0	0	0	0	0
<b>EXPENDITURES BY MAJOR CATEGORY</b>						
Salary						
Fringe Benefits						
Other Operating (add more rows as necessary)						
Major Contracts						
Administrative Reimbursement						
Capital						
<b>TOTAL OPERATING EXPENDITURES</b>	0	0	0	0	0	0
Debt Service						
Reserves						
Transfers						
<b>TOTAL EXPENDITURES</b>	0	0	0	0	0	0
<b>Cash Position</b>						
REVENUES LESS EXPENDITURES	0	0	0	0	0	0
<b>Revenue to the General Fund</b>						
<b>B) POSITIONS</b>						
Full-time approved =						
Net full-time funded =						
Budgeted Attrition Percent =						
Part-time FTEs =						
Temp Agency FTEs =						

\* If department administers other reserve funds, please provide detailed documentation

Departments are requested to develop a balanced submission at the preliminary budget level. Proprietary and fee supported agencies are required to submit preliminary budget submissions which include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as proposed additions. If a fee increase is required to maintain current service, such increase should be a part of the base budget.

*General Fund Departments:* For departments that are solely funded through the general fund, indicate the amount of your appropriation, revenue to the general fund (if applicable), and net support from the general fund. Present your expenditure information by category of expense. You should not report carryover or cash position information.

*Non-General Fund Departments:* For departments that are funded through a combination of general fund and/or other revenues, present revenues (including general fund subsidies), cash carryover, expenditures, and cash position information for each major operating fund associated with your department, as well as revenue to the general fund and net general fund support (if applicable).

- B. Positions** – Indicate the full-time positions and part-time and temporary agency usage, in full-time equivalent units, for FY 2001-02 (actual), FY 2002-03 (actual), FY 2003-04 (budgeted and projected), and FY 2004-05 (base budget and preliminary budget). For full-time positions, indicate the number of budgeted positions and the number of funded positions, after adjusting for the attrition rate. A row has also been included for input of the departmental attrition rate.

### **Chart III: ACTIVITY OR PROGRAM SUMMARY**

A page for each major activity or program should be included in your department's budget. Work with your Budget Analyst and use the FY 2003-04 Adopted Budget book as a guide to identify the correct activities for the FY 2004-05 Proposed Budget. Please note that the department has the flexibility to reassess the activity categories to conform to their business plan. For each activity, include revenues by general fund and others, total expenditures, and the positions related to that activity. The sum of all activities should equal total actual revenues, and total budgeted and projected expenditures for your department.

PERFORMANCE BASED BUDGETING: CHART III ACTIVITY OR PROGRAM SUMMARY						
Activity/Program: _____		Fund: _____		Department: _____		
		<i>(all dollars in thousands)</i>				
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2003-04	FY 2004-05	FY 2004-05
	Actual	Actual	Budget	Projection	Base Budget Submission	Preliminary Budget Submission
<b>A) OPERATING BUDGET - REVENUES AND EXPENDITURES</b>						
<b>REVENUE BY MAJOR CATEGORY</b>						
Carryover						
General Fund Revenue						
Other Revenues (add more rows as necessary)						
<b>TOTAL REVENUE</b>	0	0	0	0	0	0
<b>EXPENDITURES BY MAJOR CATEGORY</b>						
Salary and Fringe Benefits						
Other Operating						
Capital						
<b>TOTAL EXPENDITURES</b>	0	0	0	0	0	0
<b>B) POSITIONS</b>						
Full-time approved =						
Net full-time funded =						
Attrition Percent =						
Part-time FTEs =						
Temp Agency FTEs =						
<b>C) PERFORMANCE SUMMARY</b>						
<b>Performance Indicators</b>						
Number of widgets produced						
Orders Backlogged						
Indicator C (add more rows as necessary)						
<b>D) MAJOR ISSUES</b>						
	Operating		Capital		Manager's Priorities	
Issue 1						
Issue 2						
Issue 3 (add more rows as necessary)						

- A. Operating Budget – Revenues and Expenditures** – Provide actual revenue and expenditure information for FY 2001-02 and FY 2002-03, budgeted and projected revenues and expenditures for FY 2003-04, and base budget and preliminary budget data for FY 2004-05 for each major activity or program.
- B. Positions** – For each major activity or program, indicate the full-time positions and part-time and temporary agency usage, in full-time equivalent units, for FY 2001-02 (actual), FY 2002-03 (actual), FY 2003-04, (budgeted and projected) and FY 2004-05 (base budget and preliminary budget) as was done in the departmental summary.
- C. Performance Summary** – Indicate all performance measures and indicators for each major activity or program, actual for FY 2001-02 and FY 2002-03, budgeted and projected revenues and expenditures for FY 2003-04, and Base Budget and Preliminary Budget data for FY 2004-05. Be certain to include the units of measure in the description of each indicator.



There are three types of performance measures, each providing a different gauge of an activity or program:

***Output or Workload Measures*** focus on quantities and volumes, but not quality. They are useful for comparisons and assessing changes in workload over time.

***Efficiency Measures*** indicate the amount of service provided relative to the amount of input required.

***Outcome or Effectiveness Measures*** focus on the final results of programs and activities. These are the highest level of measurement and are the most difficult to develop as judgment is likely to be involved. Effectiveness measures should relate directly to the program objectives.

Departments should especially focus on developing and reporting outcome-oriented effective measures. However, all types of performance measures may be included. Describe the performance measure, the unit of measure, actual data from the past two years if available, the budget and projection for FY 2003-04, the performance level at the base and preliminary budget funding levels, and the benchmark for FY 2004-05 (often an industry-wide standard that is the department's targeted goal).

Performance measures for each department should be consistent with the department's business goals. In general, the performance measures utilized in the budget development process should be consistent with those submitted by the department in their Quarterly Management Report; if the department plans to include additional performance measures they should be fully discussed with their Budget Analyst.

If the performance measure requires information currently not collected by your department (or historical information is incomplete), OSBM will work together with the department to determine the best way to report or obtain the information.

**D. Major Issues** – include major issues for each major activity or program. Each should be annotated as operating or capital. If an issue relates directly or indirectly to one of the Manager's 20 Budget Priorities, the number of that priority should be noted. These priorities will be presented to the Board of County Commissioners in January.

#### **Chart IV: NEW EFFICIENCIES**

List any efficiency initiatives that the department has begun or plans to begin by the end of FY 2004-05. Include a description of each, along with the implementation date (or planned implementation date if not already implemented), the dollar value of the efficiency, the number of positions associated with that efficiency, and describe the performance impact (if any) in the current fiscal year and FY 2004-05 in terms of changes in performance measures. Total the

dollar value and positions impacted at the bottom of the form. If the efficiency has a negative impact on the way we provide service, it should not be categorized as an efficiency.

PERFORMANCE BASED BUDGETING: CHART IV NEW EFFICIENCIES								
Department: _____								
Description of Efficiency/Improvement	Related Outcome(s)	Implementation Date	FY 2003-04			FY 2004-05		
			Dollar Value	Positions	Performance Impact	Dollar Value	Positions	Performance Impact
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
◆								
			0	0		0	0	

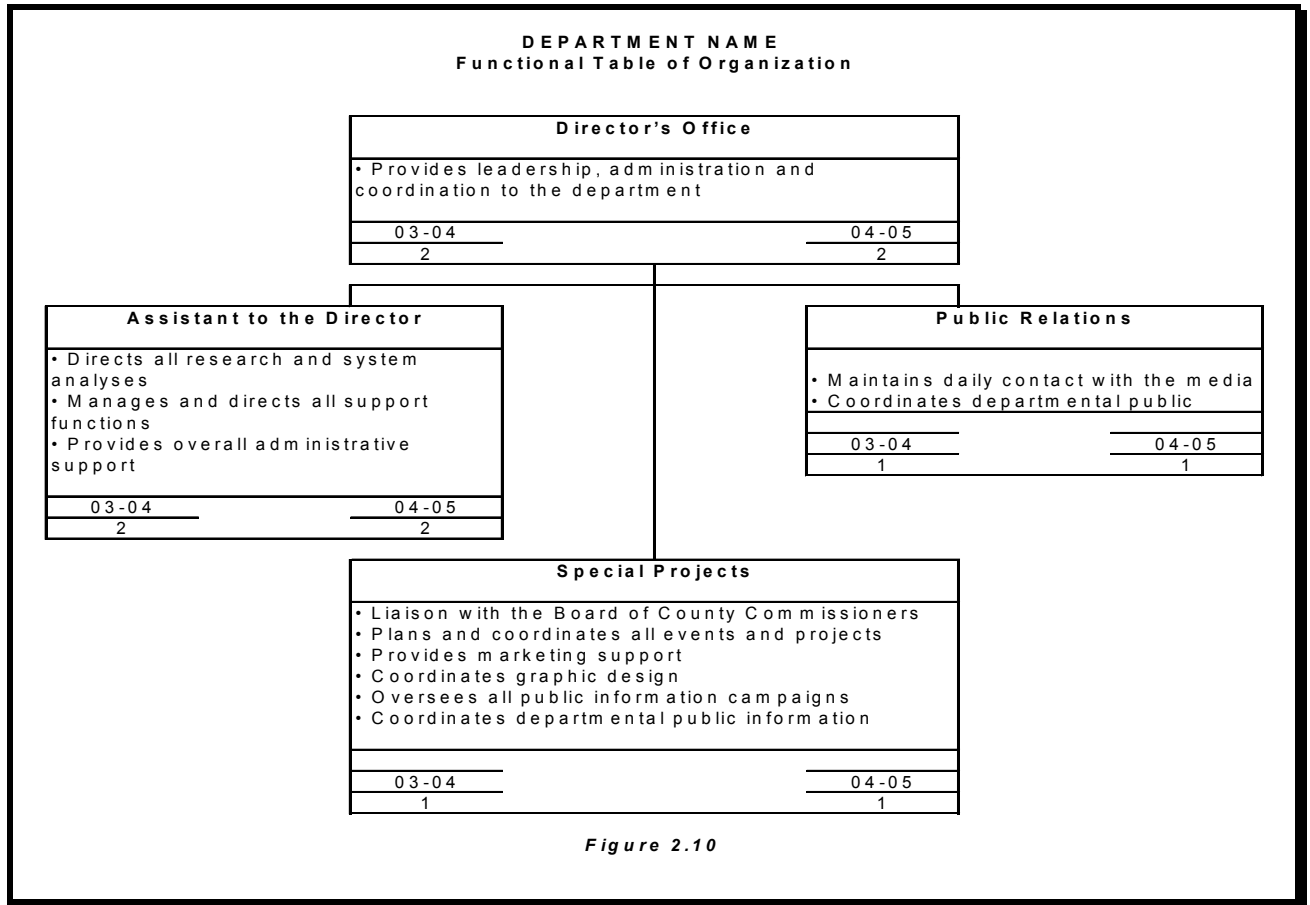
## **Chart V: FUTURE UNMET OR DEFERRED NEEDS**

Departments should identify and prioritize future unmet or deferred needs. These needs are over and above the services that are currently provided. Include a description of the need, the performance impact if the need were to be funded, the estimated amount of funding required (both initially and on-going), the estimated positions associated with the need, and the related Proposed Additions to Core (PATCs) (if applicable). If no related PATC has been requested, then N/A should be entered in the last column of the form.

PERFORMANCE BASED BUDGETING: CHART V FUTURE UNMET OR DEFERRED NEEDS						
Department: _____						
Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required	Positions	Related PATC (if applicable)
1				Initial:		
				Recurring:		
2				Initial:		
				Recurring:		
3				Initial:		
				Recurring:		
4				Initial:		
				Recurring:		
5				Initial:		
				Recurring:		
6				Initial:		
				Recurring:		
7				Initial:		
				Recurring:		
8				Initial:		
				Recurring:		
9				Initial:		
				Recurring:		
10				Initial:		
				Recurring:		
11				Initial:		
				Recurring:		
12				Initial:		
				Recurring:		
			Totals	Initial:	0	0
				Recurring:	0	

**Functional Table of Organization:** Summarize the functions performed by departmental units and the allocation of personnel within the department. Each department should submit a functional table of organization (TO), which describes the work of each of the departmental units. For the purposes of your budget submission, you are to add to this TO the number of full-time positions and part-time hours authorized for FY 2003-04 and proposed (preliminary budget figures) for FY 2004-05.

These figures should be placed at the bottom of each organizational box with the FY 2003-04 figures on the left and the FY 2004-05 figures on the right. Below is a sample of a completed TO. Please note, the Functional TO and the staffing chart (as described in Section 2, below) should both reflect the same organizational structure.



- **Expenditure and Personnel Summary:** Summarizes expenditures and position counts by department. Information from ABDS detail reports on expenditures and personnel is aggregated in this ABDS generated report.

## Section 2: Personnel

The personnel and salaries section fully describes personnel requirements for the budget submission. All of the reports required in this section (except the division-staffing chart) are generated by ABDS. Instructions for completing these ABDS reports can be found in the ABDS User's Manual. Special attention should be given to proper recording of reclassifications, executive and step 99 merit increases, overages, and in-stationed and out-stationed positions as discussed next.

**Reclassifications:** The budget process is not a mechanism for reclassifying employees. Requests for reclassifications and new classifications should be submitted to the Employee Relations Department prior to the budget submission. Only approved classification actions should be used

in preparing the budget submission. Changes to personnel records in ABDS do not affect in any way personnel or payroll records of the County. ABDS is used only for budget development.

**Overages:** In all cases, the authorization period for overage positions that have been approved by OSBM during the current fiscal year to meet previously unforeseen staffing requirements will expire on or before September 30, 2004. Therefore, provisions must be made in the new budget request to eliminate overage positions or to convert employees in overage positions into budgeted positions. Any overage position not converted into a budgeted position will be eliminated as of September 30, 2004. Overage positions approved for the current fiscal year should be reflected in the end-of-year projections column of the personnel summary.

**Executive and Step 99 Merit Increases:** Departments should adjust salary forecasts for those executive and step 99 employees who will receive merit increases during this fiscal year or in FY 2004-05.

**Flexible Benefits Plan:** Please note that the rates for the Flexible Benefits Plan will increase by \$200 annually on January, 2004 and January, 2005. ABDS will automatically provide a weighted average prorated for the adjustment of \$1,033 per employee. Remember that new hires have a ninety-day delay before receiving flex dollars. ABDS automatically adjusts for this delay. If this default value is not a reasonable estimate or does not accurately reflect the plan selections of your current employees, you should adjust the budget in subobject 01099.

**In-Stationed:** An in-stationed employee is funded by another department but assigned to yours for work. In-stationed employees must be listed on the division-staffing chart and on the personnel summary form. The latter is done using ABDS (+1 on the ABDS chart).

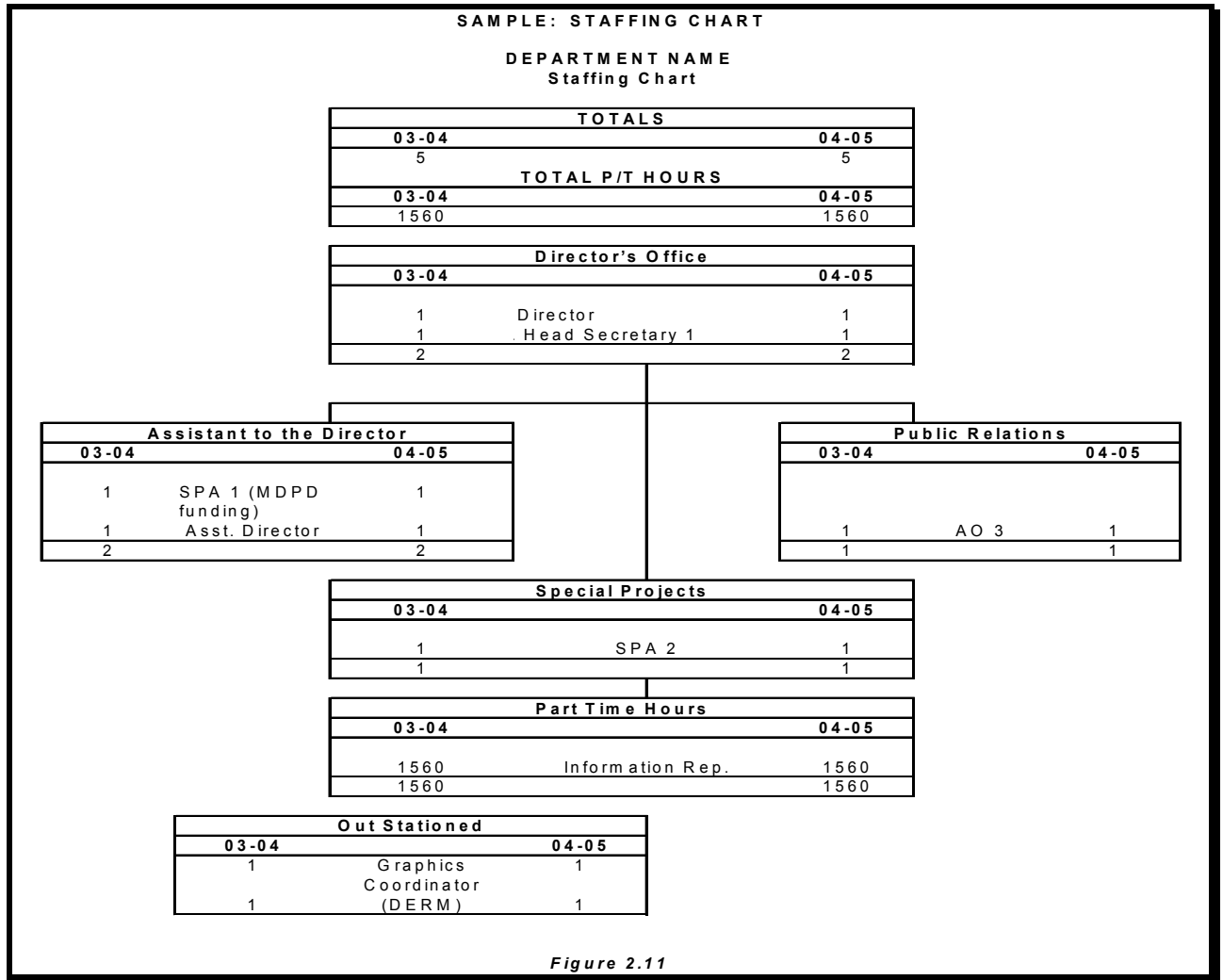
**Out-Stationed:** An out-stationed employee is funded by your department but assigned to another. Out-stationed employees must be listed separately on the division-staffing chart but are not counted in position totals. Adjustments to a department's personnel summary count for out-stationed employees are made in ABDS (-1 on the ABDS chart).

**Departure Incentive Program (DIP):** Refer to the DIP Section for additional information.

**Deferred Retirement Option Program (DROP):** Refer to the DROP Section for additional information.

The following reports make up the Personnel section of the budget folders.

- **Division Staffing Chart:** Presents the department staffing levels along functional lines. The functional **breakdown** may represent divisions, sections, units, programs, or other subordinate measures. Below is an example of a division-staffing chart. Current fiscal year positions include budgeted and approved overage positions.



FY 2004-05 positions should total the number of positions budgeted at the preliminary (core) budget level. In-stationed positions should be included within the proper division, and should have the name of the funding agency noted next to the position. Out-stationed positions and the departments they are assigned to are also listed on the chart, but physically separated on the page. They are not included in division position totals. Part-time employees are represented by part-time hours. All part-time employees and the total annual hours for each must be identified.

- **Personnel Summary:** Lists the number of full-time positions by occupational code and title for prior fiscal year, budget this year, end-of-year projection, base level, service adjustment, preliminary (core) budget, proposed additions, and total. Base budget level is defined as the level of staffing and funding necessary to support current service levels. These reports can be requested at the index, division, department, fund, and project levels. Index, division, and department level reports are required. You can update prior, current year, and projection

figures directly on these reports. Personnel summaries are created through ABDS. The base level number of positions cannot exceed the end-of-year projection numbers.

- **Full-time and Part-time B-2 Salary Forecast Reports:** The B-2 reports forecast salaries by index code for all filled positions in the department. The salaries calculated through these reports are automatically transferred to the base budget salary subobject code on the appropriations reports as adjusted by the amounts on the reconciliation report. When you request the B-2 report, you will get both the full-time and part-time positions by index code; however, you now can request the part-time report separately. See the ABDS User's Manual for more details about the separate part-time report. These reports are generated by ABDS.
- **Regular and Supplemental Reconciliation Reports:** Reconcile salary figures for positions not included on the B-2 forecast, such as vacancies and in-stationed and out-stationed positions. Attrition values are also shown on these reports. These reports are generated by ABDS.
- **Social Security Excess Report:** Identifies individuals whose salaries exceed the amount required for social security payments. Both the salary and the excess over the social security cap are shown. ABDS automatically calculates a department's social security expenditures based on the cap for each employee.
- **Retirement Eligibility Report:** Lists the social security number, name, occupational code, birth date, age (as of the date the personnel files were down-loaded into ABDS), hire date, dollar value by annual, holiday, termination, and sick payouts of employees eligible to retire. There is also a column indicating whether you flagged this individual on the position's detailed personnel screen, and a column briefly stating the reason the person is eligible to retire (including those executives eligible under the rule of 70).

The full amount of termination pay (100%), including sick leave payouts, is automatically loaded into the appropriate subobject codes for those positions identified by the department as expected retirees in FY 2004-05. However, if for some reason this value is not accurate, as will likely be the case, the department can override the number calculated by ABDS. Check retirement plans of those eligible to retire to ensure accurate figures for this code.

- **Longevity Bonus Report:** Lists the social security number, name, hire date, and longevity years for employees scheduled to receive longevity bonuses. The amount of such bonuses is automatically loaded in subobject code 00125 by ABDS.
- **Position Audit Report:** Enables departments and OSBM to monitor changes to personnel data loaded into ABDS to ensure accuracy. There are two reports: one identifies all items that have been changed on a personnel record within ABDS; the other identifies changes only to monetary data. Changing personnel information in ABDS does not affect in any way actual County payroll or personnel records. The position audit reports are optional, but may be requested by OSBM when deemed necessary.

- **Executive Benefit Summary:** Lists the name, social security number, occupation code, budget status, hire date, longevity years, retirement code, executive benefit code, and dollar amount, including car allowance for employees in groups 1, 2, and 3. For individuals in-group 3, the car allowance computation assumes \$75 bi-weekly. This may vary by individual, but should be accurate for the department as a whole.
- **Merit Raise Report:** Lists all employees eligible for merit raises in the next fiscal year and calculates the value of all merit raises anticipated in FY 2003-04. The report is available by department/division and by fund.
- **Personnel Reconciliation:** Chart VI lists all changes to the department's full-time budgeted positions.

PERFORMANCE BASED BUDGETING: CHART VI		
Personnel Reconciliation		
_____ Department		
Full-Time Positions Only		
<b>Event</b>	<b>Date</b>	<b>Count +/-</b>
<b>Changes</b>		
FY 2003-04 Final Adopted Budget		0
Overages/Changes		
FY 2004-05 Budget Submission		0
PATCs and Overages		
FY 2004-05 Proposed Budget		0

### Section 3: Appropriations and Revenues

This section of the budget folder includes detailed (by subobject) expenditure information with written justification for the proposed budget, as well as revenues and grant funding information.

All expenditure and revenue forms, except the summary of installment (financed) purchases, are generated by ABDS. Detailed information on expenditure reports can be found in the ABDS User's Manual.

**Internal services charges, including fringe benefit rates, appear in Appendix B of this manual.** Internal service rates are for the most part calculated on a unit cost basis (e.g., group



life insurance cost per employee, and radio equipment service monthly maintenance charge); therefore, as a general rule you should deviate from them only when a change in the actual level of service occurs and only with OSBM's approval.

**It is essential that consumption of services be accurately estimated and that rates are applied correctly. If a department plans significant operational changes from the current year, it should notify its Budget Analyst and the department responsible for the rate to ascertain the correct charges based on the changes.**

Capital equipment is defined in AO 8-2 as items whose purchase price is \$750 or more, have a normal expected life of at least one year, and are not an integral part of a structure, facility, or another piece of equipment. Such items should be included in object codes 950 through 953. All other capital items (e.g., building renovation) should use other capital codes. All lease-purchases should use subobject code 95039. ABDS information tables contain descriptions of all available subobject codes.

The following reports comprise the Appropriations and Revenues section of the budget folders:

- **Appropriation Reports:** Identify expenditure data by subobject code at the department, index, division, fund, sub-fund, and project levels. These reports include prior year expenditure history, the current year budget, expenditures to date, projected expenditures, the base budget, service adjustments, the preliminary (core) budget submission, and proposed additions to the preliminary budget. The department enters all data for the projection, base, service adjustments, and proposed additions columns directly in either the expenditure or adjustment subsystems of ABDS. Salary and fringe benefit subobject codes, with a few exceptions such as subobject code 01095 (Regular Overtime Retirement), are loaded automatically by ABDS from the personnel subsystem. Historical information, current budget, and expenditure to date are loaded directly from FAMIS. The current budget column is updateable. This report is generated by ABDS.
- **Expenditure Justification:** Justifies the department's expenditures. This report is generated at the index code level for all subobject codes, including salary and fringe codes, and allows for departments to add text explaining each expenditure request.
- **Summary of Installment (Financed) Purchases:** Provides information on all existing installment agreements, regardless of the dollar amount of the scheduled payments (additional information Form I). Bond-financed items are excluded from this inventory.
- **Revenue Summary:** Summarizes all revenue sources by fund, including general fund appropriations or subsidies, on the revenue reports available through ABDS. The revenue summary includes fees and charges, processing fees, charge backs, grants, projected carryover, and all revenue sources that constitute the total revenues of the department or division in developing a balanced budget. Revenues from grants should be described in more detail on the grant funding summary chart. Should a grant

transcend divisional lines, enter only the percentage of the grant that applies to the division on the corresponding division's revenue summary.

- **Grant Funding Summary:** (Additional information Form II) Identifies grant funding sources that correspond to grant expenditures and a brief description of grant purpose. Multi-divisional departments should provide a grant-funding summary for each division.

### **Instructions for Summary of Installment (Financed) Purchases Form**

**Included again this year is the Summary of Installment (Financed) Purchases Form (Additional Information Form I).** Departments requesting new or amended installment purchases must submit a proposed addition for each such item. The request should include information establishing the need for this equipment, as well as data that will determine the most practical and economic method of acquisition, such as terms and financing, anticipated useful life, special maintenance requirements, estimated delivery and acceptance schedule, availability of manufacturer or seller-arranged financing, and estimates of first year and future year finance payments.

If the proposed addition is accepted, the department, the Finance Department, and OSBM, will make final determination of the funding method. The information submitted on the proposed addition form will be the basis for this decision.

The Board of County Commissioners, at the time of purchase, must specifically approve all purchases in excess of \$1 million regardless of the funding method, even though the expenditure may have been previously approved as part of the budget ordinance. Upon approval of an installment purchase and for each successive year over the term of the agreement, departments will be responsible for assuring that the scheduled payments are properly budgeted and encumbered. When preparing their annual budget submission, departments should consider such payments a necessary expenditure.

ADDITIONAL INFORMATION: FORM I <b>SUMMARY OF INSTALLMENT (FINANCED) PURCHASES</b> Department: _____							
1. Department				2. Fund			
3. Item	4. Quantity	5. Purchase Price	6. Number of Years Item is Financed	7. Installment Year (X of Item 6)	8. Payment Due FY 2004-05	9. Payment Due FY 2005-06	10. Total Financed Price
Totals		11.			12.	13.	14.

The instructions for completing this form are as follows:

1. DEPARTMENT: Indicate the department name.
2. FUND: Identify the fund from which the payment is being paid. A separate sheet should be used for each fund.
3. ITEM: Identify equipment currently being purchased under a finance agreement (e.g., garbage truck, copier, and tow boat).
4. QUANTITY: The number of such items.
5. PURCHASE PRICE: The cost of the item if it had been purchased outright, excluding interest, issuance, and other financing charges.
6. NUMBER OF YEARS ITEM IS FINANCED: The term or length of the finance agreement.
7. INSTALLMENT YEAR: Which year of the finance agreement will FY 2004-05 be (e.g., 2nd year of 5 year agreement).
8. PAYMENT DUE FY 2004-05: Identify the installment payment for FY 2004-05.
9. PAYMENT DUE FY 2005-06: Identify the installment payment for FY 2005-06.
10. TOTAL FINANCED PRICE: Cash purchase price, plus issuance, interest, and other financing charges.
11. Total purchase price of all items.
12. Total of all payments due in FY 2004-05.
13. Total of all payments due in FY 2005-06.
14. Total financed price of all items.

### **Instructions for Grant Funding Summary Form**

**Included again this year is the Grant Funding Summary Form (Additional Information Form II).** In addition to the copy included in your budget submission, one copy of the grant-funding summary should be sent to Dan Wall, Office of Strategic Business Management, and one to Jose Fernandez, Finance Department.

Grant funding that a department receives through another County department should be noted by an asterisk and explained. New grants, as well as existing grants, should be listed. This information should be included on the estimated revenues by project report. Total funding for each grant listed on the grant-funding summary should match the corresponding index code total in the appropriations section.

The following instructions should be followed to properly complete the grant-funding summary:

1. NAME OF GRANT: Enter the grant name here.
2. DESCRIPTION: Enter a brief description of the grant purpose.
3. START DATE: Enter the beginning date that funds may be spent under the grant.
4. END DATE: Enter the ending date that funds may be spent under the grant.
5. 2003-04 ACTUAL: Enter the actual amount of the award in FY 2003-04.
6. 2004-05 BUDGET: Enter the budgeted amount for FY 2004-05.

## DEPARTMENT: \_\_\_\_\_

[illegible]

Dan Wall, OSBM  
Jose Fernandez, Finance Department

(305) 375-5143  
(305) 375-5080

As you know, many County departments continue to have a significant number of hurricane-related funding issues for storms including Hurricane Andrew, Hurricane Irene, the October 3<sup>rd</sup> No Name Storm, and the Liberty City Tornado. Departments should make every effort to complete all necessary paperwork including project worksheets (also known as damage survey reports) in a timely manner, to implement restoration and hazard mitigation projects, and to close out all pending projects so that the County can be reimbursed or determine the value of any hurricane-related unfunded liability and develop funding options.

All budget submissions should include a narrative section accompanied by a spreadsheet summary that indicates the status of pending projects, the associated dollar value and identify those for which all funding options have been exhausted. Project completion extension authorization must be submitted to OSBM. Departments should present solution options for their hurricane funding liabilities. This information should be provided in a format that focuses attention on the major issues. Departments should provide a recommendation for resolving the pending issues relating to each item as part of their submission. These pending FEMA issues will be an important topic of discussion at your departmental budget hearings.

Consult with your budget analyst for the appropriate presentation format for your department.

Currently 75 percent of recovery cost is eligible for FEMA reimbursement, 12.5 percent is eligible from the State of Florida, and departments are responsible for a 12.5 percent match.

**Your match will be discussed in the departmental budget hearing.**

#### **Section 4: Adjustments and Additions**

There are three types of adjustments affecting expenditures or revenues that can be made to your budget request. The adjustments that should relate to your primary activity are service level adjustments (SLAs), proposed additions to core (preliminary) budget (PATCs), and proposed new or increased fees. The first two are ABDS reports; the latter is a manually completed form. Each is described below.

- **Service Level Adjustments (SLAs):** SLAs identify adjustments, if any, that the department proposes to make in the type, quantity or quality of services it currently provides in order to stay within the preliminary budget. These adjustments should provide a descriptive title of the SLA, personnel costs by occupation code, costs of other operating and capital items, priority in division and department, implementation date, and any other narrative information that is needed to more fully explain this SLA. All of these items should be done through ABDS; however, if so desired, you may provide additional narrative material for SLAs, independent of ABDS. SLA reports are available in ABDS at detail and summary levels by department and by fund. Strict attention should be paid to the priority of each proposed service adjustment, as well as to the basis for their exclusion from your preliminary budget. SLAs and their priority order will be major topics of discussion during budget hearings. Departments may wish to create SLAs in ABDS for service reductions to achieve the reduced funding level target as presented in PBB Chart VI as described earlier in this manual; these SLAs can be “rejected” in ABDS so that they are not included in the ABDS reports that reflect the department’s preliminary budget.
- **Proposed Additions to Core (PATCs) (preliminary) Budget:** Proposed additions may include reinstatement of services or operations that were reduced or eliminated in order to reach the preliminary budget and that were identified under

the SLAs; increases in current operations; and/or additions of completely new services or operations, including requests for new equipment. Information required for PATCs is essentially the same as that required for SLAs. PATCs should also be used to identify all additional funding resulting from new or increased fees and the specific service levels to be funded. Departments may wish to create PATCs in ABDS for service improvements to achieve the enhanced funding level target as presented in PBB Chart VII, as described earlier in this manual. You may provide additional narrative backup if you so desire. PATC reports are available by detail and summary for the department and by summary for funds. Strict attention should be paid to the priority of each proposed addition, as well as to the basis for their exclusion from your preliminary budget. PATCs and their priority order will be major topics of discussion during budget hearings.

- **Proposed New or Increased Fees:** Proposals to increase or decrease the department's fee and charge rate schedules from the FY 2003-04 level must be submitted on a special form, which will be considered separately. **Proposed increases should be discussed with your Budget Analyst before the departmental budget is submitted to OSBM in order to provide as much time as possible for analysis and review of proposed changes. Preliminary budget levels should not assume any fee adjustments.**

**Included again this year is the Proposed New or Increased Fees Form (Additional Information Form III).** This form has not changed from previous years.

ADDITIONAL INFORMATION: FORM III <b>PROPOSED NEW OR INCREASED FEES</b> Department: _____									
Service Activity/Fee Description		Prior Year Fee	Current Year Fee	Proposed New Fee	Revenue				Justification
					Prior Year (2002-03)	Current Year (2003-04)	Next Year with Current Fee (2004-05)	Next Year with Proposed Fee (2004-05)	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

### **Instructions for Proposed New or Increased Fees Form**

1. Identify the department/division.
2. Identify the primary payer of the proposed rate(s).
3. Briefly describe the service/activity and fee proposed for adjustment.
4. Report the prior year fee.
5. Report the current year fee.
6. Report the proposed new fee.
7. Report the total revenue generated by the specific service for the prior year (FY 2002-03).
8. Project the total revenue to be generated by the specific service for the current year (FY 2003-04).
9. Estimate the total revenue to be generated with the current fee for the same service components of the department's FY 2004-05 budget submission.
10. Estimate the total revenue to be generated with the proposed fee for the same service components of the department's FY 2004-05 budget submission.
11. Explain the reason for the proposed rate increase. Include a statement about any anticipated decrease or increase in the total number of users for the service and describe the anticipated reaction to this action, especially as it relates to service demand or anticipated community reaction. Whenever possible, include a comparison of the proposed rate to the rate for a similar service provided by a comparable jurisdiction. Attach additional justification if necessary or if the form does not provide sufficient space.



## Payments To And From Other Departments Form

**The Payments To and From Other Departments Form (Additional Information Form IV),** should be used to capture payments to your department for specialized services. This form also shows any payments you will be expecting in FY 2004-05. Below, you will find instructions for this form:

ADDITIONAL INFORMATION: FORM IV				
<b>PAYMENTS TO AND FROM OTHER DEPARTMENTS</b>				
Department: _____		(all dollars in thousands)		
<b>PAYMENTS TO BE MADE <u>TO</u> OTHER DEPARTMENTS</b>				
Department (to)	Reason	FY 2003-04 Budget	FY 2003-04 Projection	FY 2004-05 Budget
Total Transfers to other Departments		0	0	0
<b>PAYMENTS TO BE MADE <u>FROM</u> OTHER DEPARTMENTS</b>				
Department (from)	Reason	FY 2003-04 Budget	FY 2003-04 Projection	FY 2004-05 Budget
Total Transfers from other Departments		0	0	0

may include capital funds as well

1. Identify the department.
2. Identify the department(s) to which payments will be made.
3. Briefly describe the reason(s) for which these payments will be made. The service that will be provided for these payments can be listed as well.
4. Report current year amount budgeted for this payment.
5. Report current year amount projected for this payment.
6. Report the FY 2004-05 amount budgeted for this payment.
7. Identify these same pieces of information for any payment(s) from other departments to your department.

If you have any questions about the details of your budget submissions please contact your Budget Analyst.

# APPENDICES

## Appendix A: Planning Assumptions

**Table I** **MIAMI-DADE COUNTY POPULATION**

YEAR	TOTAL COUNTY		UNINCORPORATED AREA	
				% Of Total
1990	1,937,094		1,036,925	53.5
1995	2,084,205		1,114,779	53.5
2000	2,253,362		1,204,288	53.4
2001	2,283,319		1,201,865	52.6
2002	2,313,047		1,222,138	52.8
2003	2,342,739		1,242,297	53.0
2004	2,372,418		1,107,341	46.7
2005	2,402,105		1,125,534	46.9
2010	2,551,284		1,219,966	47.8
2015	2,703,114		1,320,578	48.9

**SOURCE:** U.S. Bureau of the Census, *Census of Population, 1990 General Population Characteristics. Census 2000, Redistricting (PL 94-171) Summary File, Table PL1. Miami-Dade County, Department of Planning and Zoning, 2001.*

**NOTE:** Reference date is April 1 of each year. Information reflects incorporation of Miami Lakes in December, 2000; Palmetto Bay in October, 2002; Miami Gardens in May, 2003; and Doral in June, 2003.

**Table II** **INFLATION**

YEAR	ANNUAL RATE OF CHANGE IN CPI*		
1990-91		5.5%	
1991-92		3.2%	
1992-93		3.1%	
1993-94		2.6%	
1994-95		2.8%	
1995-96		2.7%	
1996-97		2.8%	
1997-98		1.8%	
1998-99		1.7%	
1999-00		2.9%	
2000-01		3.4%	
2001-02		1.8%	
2002-03		2.2%	
2003-04		1.6%	*
2004-05		1.5%	*
2005-06		1.8%	*

**Note:** \* Estimated

**SOURCE:** Florida Consensus Estimating Conference, *National Economic Forecast, October, 2002.*

**Contact:** Chuck Blowers, Planning and Zoning  
(305) 375-8729

## **APPENDIX B: Internal Service Rates**

### **GENERAL INFORMATION**

A wide range of support services is provided to County agencies and departments every year. The cost for providing some of these services is billed to the using agency.

The following pages contain information necessary for you to forecast the cost of a given service and to prepare your budgets.

Service provider agencies are prepared to assist you in interpreting rates, forecasting funding requests, or in any other area relating to the services. A liaison person is identified for each service, where appropriate, on the bottom of each lead page. Please do not hesitate to contact him or her.

### **PERSONNEL RATES**

#### **Social Security\***

##### **Subobject Code 01010**

6.20% FICA on salary up to \$87,000  
1.45% MICA on total salary

#### **Retirement\***

##### **Subobject Code 01011**

Regular 7.39%  
Special 18.53%

**\*Estimates based on 2003 rates**

## **Longevity Bonus**

### **Subobject Code 00125**

1. Upon completion of 15 - 19 years of full-time continuous County Service
  - 15 years ..... 1.5 percent bonus payment of base salary
  - 16 years ..... 1.6 percent bonus payment of base salary
  - 17 years ..... 1.7 percent bonus payment of base salary
  - 18 years ..... 1.8 percent bonus payment of base salary
  - 19 years ..... 1.9 percent bonus payment of base salary
  
2. Upon completion of 20 - 24 years of full-time continuous County Service
  - 20 years ..... 2.0 percent bonus payment of base salary
  - 21 years ..... 2.1 percent bonus payment of base salary
  - 22 years ..... 2.2 percent bonus payment of base salary
  - 23 years ..... 2.3 percent bonus payment of base salary
  - 24 years ..... 2.4 percent bonus payment of base salary
  
3. Upon completion of 25 years or more of full-time continuous County Service
  - 25 years ..... 2.5 percent bonus payment of base salary
  - 26 years ..... 2.6 percent bonus payment of base salary
  - 27 years ..... 2.7 percent bonus payment of base salary
  - 28 years ..... 2.8 percent bonus payment of base salary
  - 29 years ..... 2.9 percent bonus payment of base salary
  - 30 years ..... 3.0 percent bonus payment of base salary

In all cases, employees with 15 years of continuous full-time service shall receive a minimum of \$350 longevity bonus payment on their anniversary dates and each year thereafter.

**Notes:** ABDS calculates social security, retirement, and longevity bonus for departments automatically. Retirement calculations done by ABDS are based on the actual retirement plans to which an individual belongs.

**Contact:** Jay Flynn, Administrative Services Division  
Employee Relations Department  
(305)-375-4011

### **Group Health Insurance**

#### **Subobject Code 01110**

\$6,350 per person per year

New hires are not eligible for group health insurance until they have completed three months of continuous service. Part-time employees who work more than 60 hours a pay period are eligible for health insurance.

### **Flex Dollars**

#### **Subobject Code 00122**

All employees eligible for group health insurance or the Flexible Benefits Plan, who have worked for at least 90 days will receive at least \$800 annually (\$30.77 per pay period) of flex dollars. Effective January, 2005, this base amount will increase to \$1,000 (\$38.50 per pay period). Employees may receive more depending on their medical plan enrollment. ABDS will automatically use the prorated amount of \$1,033, a weighted average between all health plans.

#### **Annual Amount Per Person**

Base (\$800)  
base + \$130  
base + \$260  
\$1,033

#### **Health Plan Enrollment**

Cigna, Fire Union  
JMH Health Plan, AvMed, Humana  
VISTA  
Weighted average/default value for vacant  
positions used by ABDS

Employees are eligible for flex dollars when they become eligible to enroll in a health insurance program.

### **Group Life Insurance**

#### **Subobject 01111**

Base annual salary x .003024

### **Unemployment Insurance**

Departments should budget for unemployment insurance costs using the following schedule.

<b><u>Department</u></b>	<b><u>Cost</u></b>
Audit and Management Services	\$ 3,000
Aviation	16,000
Building Department	10,000
Communications	11,000
Community and Economic Development	1,000
Community Action Agency	28,000
Corrections and Rehabilitation	30,000
County Attorney	2,500
County Commission	4,000
County Manager's Office	8,000
Elections	50,000
Enterprise Technology Service	1,500
Environmental Resources Mgmt.	10,000
Finance	9,000
Fire and Rescue	22,000
General Government	1,000
General Services Administration	8,000
Human Services	5,000
Judicial Administration	37,000
Library	6,000
Miami-Dade Housing Agency	1,000
Miami-Dade Police	65,000
Miami-Dade Transit	60,000
Non-Departmental	7,500
Office of Strategic Business Mgmt.	4,500
Office of the Clerk	16,000
Park and Recreation	40,000
Planning and Zoning	10,000
Procurement Management	3,000
Public Works	9,500
Solid Waste	8,000
Team Metro	6,000
Water and Sewer	35,000

**Contact: Clayton Baptiste, Division Director  
(305) 375-4123**

### **Sick Leave Reimbursement Schedule**

The County will reimburse employees who retire or resign from County service for their unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the schedule described below. Non-special risk full-time employees who retire with less than 30 years will receive up to a maximum of 1,000 hours of sick leave. Special risk full-time employees and Executives in Groups 1, 2, and 3 who retire with less than 25 years, will also receive up to a maximum of 1,000 hours of sick leave.

Refer to County Leave Manual Section 02.08.08 for further clarification.

Departments should only budget funds in this subobject code for those employees who will be retiring or resigning from the County during the FY 2004-05.

### **Non-Special Risk Full-Time Employees**

<b><u>Length of Service</u></b>	<b><u>Percentage</u></b>
Less than 10 years	No payment
10 years but less than 11 years	25% payment
11 years but less than 12 years	30% payment
12 years but less than 13 years	35% payment
13 years but less than 14 years	40% payment
14 years but less than 15 years	45% payment
15 years but less than 16 years	50% payment
16 years but less than 17 years	55% payment
17 years but less than 18 years	60% payment
18 years but less than 19 years	65% payment
19 years but less than 20 years	70% payment
20 years but less than 21 years	75% payment
21 years but less than 22 years	77.5% payment
22 years but less than 23 years	80% payment
23 years but less than 24 years	82.5% payment
24 years but less than 25 years	85% payment
25 years but less than 26 years	87.5% payment
26 years but less than 27 years	90% payment
27 years but less than 28 years	92.5% payment
28 years but less than 29 years	95% payment
29 years but less than 30 years	97.5% payment
30 years or more	100% payment

**Contact: Jay Flynn, Administrative Services Division  
Employee Relations Department  
(305) 375-4011**

### **Special Risk Full-Time Employees**

Special Risk Employees who retire after 21 years of full-time county employment are subject to the following schedule:

<b><u>Length of Service</u></b>	<b><u>Payment</u></b>
21 years but less than 22 years	80% payment
22 years but less than 23 years	85% payment
23 years but less than 24 years	90% payment
24 years but less than 25 years	95% payment
25 years	100% payment

**Contact: Jay Flynn, Administrative Services Division  
Employee Relations Department  
(305) 375-4011.**

### **Departure Incentive Program**

The Departure Incentive Program (DIP) lump sum payouts were completed in fiscal years 1995-96 and 1996-97. Only recurring DIP costs such as health insurance or cash payouts should be included in the preliminary budget submission for FY 2004-05. These amounts should be based on FY 1998-99 actual recurring costs per FAMIS.

### **Deferred Retirement Option Program**

ABDS tables have been adjusted to account for these employees that entered the Deferred Retirement Option Program (DROP) prior to December 1, 1999. Departments will need to enter the correct ABDS Florida Retirement System code for those entering DROP after December 1, 1999. General Fund departments will not need to budget DROP leave payments.

### **Executive Benefits Program**

The Executive Benefits Program was established by the Board of County Commissioners in 1987 as a component of the total compensation package for County executives. The program guidelines provide that executives be in one of the top tiers of a department's organization defined as follows:

**Group 1** - Mayor and Board of County Commissioners (BCC), County Manager, Executive and Senior Assistants to the County Manager, County Attorney, Department Directors

**Group 2** - In general, Deputy Directors who are designated second in command within a department



**Group 3** - Exempt, professional, non-bargaining unit employees who report directly to a Group 1 or Group 2 executive

ABDS provides a complete report by department of the executive benefits provided. ABDS calculations assume car allowance is granted at the average level for the category. To the extent that actual car allowance allocations differ from the average, you may wish to make an adjustment in subobject number 01099.

	<b><u>Group 1</u></b>	<b><u>Group 2</u></b>	<b><u>Group 3</u></b>	<b><u>Group 4*</u></b>	<b><u>Group 7*</u></b>
Executive Benefits Allowance	\$10,000	\$8,500	\$7,500	\$5,000	\$3,000
Car Allowance	\$250 bi-weekly	\$200 bi-weekly	\$75 bi-weekly	N/A	N/A
Parking or Metrorail	\$720	\$720	\$720		
Supplemental Pension	\$1,500				
<b>Total</b>	<b>\$18,720</b>	<b>\$14,420</b>	<b>\$10,170</b>	<b>\$5,000</b>	<b>\$3,000</b>

\* Affected Group 4 and 7 employees will receive the adjustments bi-weekly.

The car allowance should be budgeted in subobject code 00120 but will actually be charged in subobject code 31310 (auto expense reimbursement).

**Contact: Beth Carlton**  
**General Services Administration**  
**(305) 375-5633**

**COUNTY PROVIDED SERVICES**  
**GENERAL SERVICES ADMINISTRATION (GSA)**  
**RISK MANAGEMENT DIVISION**

**Insurance Rates**

Following are insurance rates for FY 2004-05. Departments that purchase insurance or participate in special self-insurance programs will receive individual projections for FY 2004-05. Risk Management staff can assist departments during the budget process.

The premium for Workers' Compensation is based on a department's last three fiscal years' historical experience combined with man-hour exposure relative to all other County departments and is provided at the departmental level. For budget preparation, departments may wish to distribute their premium on a budgeted position basis.

The total premium for General Liability remains at the same level as for FY 2003-04. It is provided at the departmental level and is distributed based on the number of budgeted, full-time positions as of October 1, 2003.

The Police Professional Liability premium is distributed based on claims experience between the Miami-Dade Police Department (MDPD) and the Corrections and Rehabilitation Department. A pro-ratio is made for sworn personnel between MDPD and the Aviation Department.

<b><u>Sub-object</u></b>	<b><u>Service</u></b>	<b><u>Rate</u></b>
01115	Workers' Compensation	Reference following pages
23210	General Liability	Reference following pages
23220	Automobile Liability Insurance	
	Police Vehicles	\$950 per vehicle per year
	Light Vehicles	\$500 per vehicle per year
	Heavy Equipment	\$750 per vehicle per year
	Aviation Vehicles	\$850 per vehicle
23230	Police Professional Liability	\$3,100,000
	- Miami-Dade Police	\$1,821,297
	- Corrections and Rehabilitation	\$1,222,951
	- Aviation	\$55,752

**Contact: Marsha Pascual, Division Director**  
**GSA, Risk Management**  
**(305) 375-4281**

<b>WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE RATES</b>		
<b>DEPARTMENT</b>	<b>Workers' Compensation 01115</b>	<b>General Liability 23210</b>
Audit and Management Services	\$ 11,600	\$ 24,200
Aviation	1,476,900	--
Board of County Commissioners	33,500	52,400
Building	577,600	153,200
Building Code Compliance	51,700	26,200
Business Development	24,000	27,700
Capital Improvement Construction	2,000	2,800
Chief Information Officer	1,300	1,900
Communication	16,900	19,200
Community and Economic Development	17,900	41,300
Community Action Agency	603,100	280,300
Consumer Services	37,500	53,400
Corrections and Rehabilitation	2,952,200	1,287,400
County Attorney	29,800	63,500
County Manager	23,700	35,300
Cultural Affairs:		
Cultural Affairs Council	4,100	7,600
Performing Arts Center	1,300	2,200
Art in Public Places	1,900	3,300
Elections	62,900	32,800
Employee Relations	240,500	71,100
Enterprise Technology Services	162,300	241,000
Environmental Resources Mgmt	204,200	228,400
Ethics Commission/Inspector General	3,100	5,100
Finance	107,800	141,100
Fire and Rescue	4,190,500	832,800
General Services Administration	636,100	340,800
Historic Preservation	900	--
Homeless Trust	2,400	5,000
Housing Finance Authority	1,900	2,300
Human Services	490,100	451,500
Welfare to Work	35,600	24,400
Independent Review Panel	1,200	2,500
International Trade Consortium	1,100	2,000
Judicial Administration	254,500	232,400
Juvenile Assessment Center	12,800	20,700
Law Library	6,100	10,600
Legal Aid	14,300	24,600
Library	149,600	217,300
Medical Examiner	14,100	28,700
Metro-Miami Action Plan	19,100	9,600
Metropolitan Planning Organization	11,200	8,500
Miami-Dade Empowerment Trust	4,000	--
Miami-Dade Housing Agency	678,300	--
Miami-Dade Police	7,618,100	2,091,000
Miami-Dade Transit	4,902,800	--

<b>WORKERS' COMPENSATION AND GENERAL LIABILITY I N S U R A N C E   R A T E S</b>		
<b>DEPARTMENT</b>	<b>Workers' Compensation 01115</b>	<b>General Liability 23210</b>
Miami-Dade Water and Sewer	2,917,000	--
Office of the Mayor	16,100	20,200
Office of Strategic Business Management	13,500	24,700
Office of the Clerk	586,600	598,900
Park and Recreation	1,877,600	446,300
Planning and Zoning	47,200	66,500
Procurement Management	20,600	38,300
Property Appraisal	140,400	118,500
Public Works	515,700	314,600
Safe Neighborhood Parks	900	2,000
Seaport	141,700	127,000
SFETC	46,100	--
Solid Waste Management	3,013,500	518,200
Team Metro	180,000	102,800
Vizcaya Museum	29,000	16,000
<b>Total</b>	<b>35,238,400</b>	<b>9,500,100</b>

**Contact: Clayton Baptiste, Division Director  
(305) 375-4123**

## **MATERIALS MANAGEMENT DIVISION**

### **U.S. Mail**

U.S. Mail postage charges, currently \$0.37 per normal first-class piece, are assessed monthly. For departments on FAMIS, these charges will appear on monthly FAMIS reports as journal entries. Non-FAMIS departments will receive invoices for their charges.

### **Inter-Office Mail**

No charge is made to departments for scheduled inter-office mail delivery services. Requested, non-scheduled deliveries will be charged the actual personnel and vehicle operating costs for those services.

### **Graphics Management**

All presswork and graphics design services are individually priced, based on actual job costs. Cost estimates will be provided on any major project. Call Lissie Allen, Graphics Manager, at (305) 592-3016, to discuss specific needs and/or to obtain estimates. Quick copy charges are \$0.33 per impression. Production runs greater than 5,000 impressions will be charged at the reduced rate of \$0.30 per impression. A complete quick copy rate schedule is available for review upon request.

### **Supply Center**

Stability in general merchandise process is expected to continue for FY 2004-05. Generally, departments are advised to budget amounts consistent with current spending levels.

### **Moving Crew Service**

Services include a two-man crew, equipment and supervision necessary to perform most moving needs. Service rate is \$85.00 per hour.

### **Re-issued Furniture**

A stock of pre-owned furniture is available for reissue, for a nominal service charge, from the Property Re-Allocation Unit at 2225 NW 72 Avenue, Miami, Florida.

**Contact: Lou Lesinski, Director**  
**Materials Management Division**  
**(305) 592-3752**

## FLEET MANAGEMENT DIVISION

### **Fleet Operating and Vehicle Replacement Charges**

On the following pages are the projected fleet costs for both operations (Table 1) and vehicle replacement (Table 2) for fiscal years 2003-04 and 2004-05. While fleet charges are often difficult to project because of the unpredictability of the economy and other events and their effect on the cost of parts, contractual services, and fuel, which account for over 60 percent of total expenditures, the attached estimates have been prepared to serve as a guide in your budget preparation. Due to the accelerated timeframe required by the budget process, departments should review last year's actual expenditures to verify our projections.

Since Fleet Management charges multiple sub-object expenditure codes in the individual index codes in your department, it will be necessary for you to distribute the departmental totals which are provided in the following tables into your various index codes. Table 1 shows the total to be budgeted for your fleet operating costs. Generally, it is acceptable to budget all the vehicle maintenance/operations expenses in Fleet Management sub-object #26062 (mileage) or sub-object #26072 (heavy labor) for the entire index code. On a monthly basis, Fleet Management will send each department their detailed summary of fleet charges by index code to assist in budget preparation. Additionally, as we have done in the past, if there are significant changes in your projections and budget recommendations, we will update these figures as the fiscal year progresses and notify you.

Table 2 lists the total to be budgeted by department for the Fleet Vehicle Replacement program (sub-object #26067). Please do not combine this amount with your fleet operations totals. The final vehicle purchase figures for this year are not yet available. As this information is developed you will be notified of any changes to the FY 2003-04 projected and/or the FY 2004-05 proposed budget amounts.

If you are adding vehicles to your current fleet, it is the operating department's responsibility to provide the initial funding for those vehicles. Operating expenditures for additional vehicles will also need to be budgeted.

Insurance amounts for light equipment (sub-object #26065) and heavy equipment (sub-object #26075) should be calculated based on the per vehicle rates found in the General Services Administration, Risk Management Division rates section.

**Contact: Olga Diaz, Operations, (305) 375-2295**  
**Reinaldo Llerena, Vehicle Replacement Trust Fund, (305) 375-2299**

**FLEET OPERATING CHARGES**

<b>CODE</b>	<b>DEPARTMENT NAME</b>	<b>FY 2002-03 ACTUAL</b>	<b>FY 2003-04 BUDGET</b>	<b>FY 2003-04 PROJECTED</b>	<b>FY 2004-05 BUDGET</b>
AT	County Attorney	\$ 8,301	\$ 8,500	\$ 9,000	\$ 9,000
AV	Aviation	600,615	500,000	640,000	640,000
BC	Bldg. Code Compliance	50,965	60,000	57,000	57,000
BD	Business Development	16,577	12,500	19,000	19,000
BL	Building Department	505,392	450,000	560,000	560,000
CA	Community Action Agency	344,878	325,000	380,000	380,000
CC	County Commission	43,094	40,000	46,000	46,000
CD	Community Development	66,128	55,000	73,000	73,000
CL	Clerk of Court	43,161	45,000	48,000	48,000
CM	County Manager	9,022	15,000	10,000	10,000
CQ	Capital Improvements	10,134	12,000	11,000	11,000
CR	Corrections & Rehabilitation	943,621	900,000	1,040,000	1,040,000
CS	Consumer Services	129,552	120,000	140,000	140,000
CT	Communications	11,029	20,000	12,000	12,000
DE	D.E.R.M.	257,538	225,000	285,000	285,000
EL	Elections	47,680	20,000	30,000	30,000
FN	Finance	37,402	40,000	40,000	40,000
GS	G. S. A.	468,032	330,000	510,000	510,000
HD	Miami-Dade Housing Agency	769,386	700,000	850,000	850,000
HS	Human Services	540,835	550,000	570,000	570,000
JA	Judicial Administration	136,893	140,000	150,000	150,000
LB	Library	139,690	130,000	155,000	155,000
MA	Office of the Mayor	21,750	18,000	24,000	24,000
ME	Medical Examiner	5,616	6,000	6,000	6,000
MT	Miami Dade Transit	1,958,098	2,000,000	2,100,000	2,100,000
PA	Property Appraiser	73,505	85,000	81,000	81,000
PD	M.D.P.D.	14,659,024	15,000,000	16,200,000	16,200,000
PR	Park & Recreation	1,428,666	1,600,000	1,590,000	1,590,000
PW	Public Works	2,877,969	3,000,000	3,190,000	3,190,000
PZ	Planning & Zoning	43,853	50,000	47,000	47,000
SP	Seaport	287,809	300,000	320,000	320,000
SW	Solid Waste Collection	12,026,976	11,000,000	12,300,000	12,300,000
SW	Solid Waste Disposal	8,023,451	8,000,000	8,500,000	8,500,000
TD	Enterprise Technology Services	305,767	300,000	340,000	340,000
TM	Team Metro	225,642	220,000	250,000	250,000
VZ	Vizcaya Museum	12,440	15,000	14,000	14,000
WS	Water & Sewer	2,753,268	2,400,000	2,950,000	2,950,000

**Note: Depts. With actual and projected fleet charges less than \$5,000 are not included above.**

**FLEET VEHICLE REPLACEMENT CHARGES**

<b>Code</b>	<b>DEPARTMENTS</b>	<b>FY 2002-03 ACTUAL</b>	<b>FY 2003-04 BUDGET</b>	<b>FY 2003-04 PROJECTED</b>	<b>FY 2004-05 BUDGET</b>
BC	Bldg. Code Compliance	\$ 73,071	\$ 80,000	\$ 80,000	\$ 80,000
BD	Business Development	10,330	13,000	13,000	13,000
BL	Building Department	367,182	365,000	375,000	375,000
CA	C.A.A.	181,240	190,000	190,000	190,000
CC	County Commission	20,711	25,000	27,000	30,000
CD	Community Development	6,429	10,000	10,000	10,000
CL	Clerk of Court	51,467	53,000	55,000	57,000
CQ	Capital Improvements	23,239	23,000	25,000	25,000
CR	Corrections & Rehab.	1,075,982	1,400,000	1,100,000	1,200,000
CS	Consumer Services	115,119	120,000	122,000	125,000
CT	Communications	17,821	20,000	20,000	20,000
DE	D.E.R.M.	370,806	400,000	400,000	400,000
EL	Elections	44,951	30,000	40,000	45,000
FN	Finance	30,539	34,000	35,000	35,000

FR	Fire	3,533,298	4,750,000 (1)	4,750,000 (1)	5,250,000 (2)
GS	G. S. A.	310,458	325,000	340,000	345,000
HD	Miami-Dade Housing Agency	840,466	800,000	870,000	875,000
HS	Human Services	487,420	575,000	425,000	435,000
JA	Judicial Administration	43,176	45,000	45,000	45,000
JU	Juvenile Assessment	27,027	25,000	25,000	25,000
LB	Library	175,123	185,000	185,000	185,000
MA	Office of the Mayor	18,032	20,000	20,000	20,000
ME	Medical Examiner	5,675	10,000	10,000	10,000
MM	Metro-Miami Action Plan	5,558	5,000	6,000	7,000
MT	Miami Dade Transit	99,731	120,000	120,000	125,000
PA	Property Appraiser	107,765	125,000	120,000	125,000
PD	M.D.P.D.	10,137,130	11,000,000	10,000,000	10,000,000
PR	Park & Recreation	1,264,561	1,300,000	1,300,000	1,310,000
PW	Public Works	1,058,391	1,100,000	1,200,000	1,210,000
PZ	Planning & Zoning	40,103	45,000	42,000	45,000
SP	Seaport	322,651	325,000	350,000	360,000
SW	Solid Waste	509,127	500,000	515,000	525,000
TD	Enterprise Technology Services	300,418	325,000	325,000	330,000
TM	Team Metro	263,600	270,000	250,000	255,000
VZ	Vizcaya	11,700	13,000	13,000	13,000

**Notes: Departments with actual and projected fleet charges less than \$5,000 are not included above.**

**(1) Includes 13 new rescues and 3 new pumpers.**

**(2) Includes new telesquirts, hazmat, and scene support vehicles and revision of pumper life cycle.**

## SPECIAL CHARGES

### FACILITIES AND UTILITIES MANAGEMENT

#### *Facility After-Hours Charges*

Departments anticipating use of GSA-managed buildings outside of normal operating hours should budget these amounts to cover the additional utilities, security, janitorial and building labor expense associated with making the building available during such periods:

<b><u>BUILDING</u></b>	<b><u>AFTER-HOUR CHARGE (PER HOUR)</u></b>
Caleb Center	\$50.00
Courthouse Center	\$55.00
E.R. Graham Building	\$50.00
Miami-Dade Flagler Building	\$65.00
North Miami-Dade Justice Center	\$50.00
Public Defender Building	\$50.00
South Miami-Dade Government Center	\$50.00
Stephen P. Clark Center (Floors 1-17)	\$135.00
Stephen P. Clark Center (Floors 18-29)	\$150.00

**Contact: Physical Plant Manager  
GSA/Facilities Management Division  
(305) 375-3466**



### **Elevator Management and Inspection**

Facilities and Utilities Management Division oversees the administration of the County's maintenance contracts for elevators, escalators, moving walks, and conveyors. As a part of this function, staff performs contract compliance field inspections, conducts periodic compliance meetings with vendors, and responds to specific departmental complaints. In addition, consulting services are available to assist departments with new equipment needs, as well as to address the maintenance and operational issues for existing equipment. Assistance with special projects or the investigation of catastrophic accidents or damage is also available. Departments requiring the services of GSA's Elevator Engineer are charged at the rate of \$80.00 per hour, if associated staff is used, departments are charged \$75.00 per hour.

The GSA Elevator Engineering Section has now become the Office of Elevator Safety (OES) and has also assumed the jurisdictional authority over all elevators escalators and related equipment, throughout Miami-Dade County. The OES also performs the function of performing periodic code required inspections for existing and new elevators and related equipment in County facilities, a function previously provided by the Building Department. These services will be provided on a fixed fee scale, annotated below, roughly equivalent to those fees previously charged by the Building Department for the same services.

Similarly, the section anticipates providing the witnessing of equipment tests to comply with new regulatory requirements. This service, not previously required or: provided, generally requires one hour per unit per year, for hydraulic elevators and for annual tests of electric elevators, and will be billed at the standard \$75.00 hourly rate. Tests for moving walks and escalators and five-year tests for electric elevators are slightly higher, and will be charged in accordance with the schedule annotated below.

In addition the fees charged for the Certificate of Operation are mandated and established by State Law. GSA, as the Jurisdictional Authority, is required by law to charge those fees to County agencies, in the same amount as for private buildings, as annotated below.

As in the past all services rendered by the Elevator Section are fee-based. Total expense for each department will vary, depending on the total number of units; the age, degree of use, and condition of the units; and the number of new units in planning or installation. Departments should contact GSA for a more detailed expense projection for each agency.

**Contact: Michael A. Chavez, Manager, Office of Elevator Safety  
GSA/Facilities and Utilities Management Division  
(305) 375-3912**

### **Security Services**

<b>SERVICES</b>	<b>CHARGES</b>
Service calls for maintenance and repair on alarms, closed circuit television, and other security equipment	\$55.00 per hour plus parts and charges;
Installation of new security equipment	Call for an estimate
Security Alarm System Monitoring: Non-Key Response - GSA notifies facility's contact person and/or police upon alarm activation. Computer reports listing dates and times that facility is opened and closed are available upon request	\$36.00 per month for each numbered account
Security Alarm System Monitoring: Key Response - GSA notifies facility's person and/ or police when alarms are activated. If needed, GSA will respond to let police enter facility and will reset alarm if necessary. Departments requesting this service must provide a set of keys to GSA. Computer reports listing opening and closing times of facilities are available upon request	\$54.00 per month for each numbers account
Administration of security guard contracts and on-site supervision	8 percent added to invoices
Vehicle (patrol car or motorized cart) – for security officer	\$3.00 per hour for patrol vehicle; \$1.00 per hour for motorized cart (8 hours minimum). Charges based on current vendor contracts, and subject to change
Security guards, armed or unarmed with radios and uniforms or blazers Level 1: Watchman-type guard unarmed Level 2: Standard guard, armed or unarmed Level 3: Specially trained, armed security Officer	Subject to contractual agreement. Amount varies according to sector. Contact GSA Security for a more detailed expense projection for individual locations or departments.
Security surveys, investigations, consultations, surveillance planning	\$65.00 per hour

**Contact: Edward Hollander, CPP, CFE, Chief of Security**  
**GSA/Facilities Management Division**  
**(305) 375-1010**

### **Integrated Pest Management**

In 1993, the County Manager directed the establishment of an Integrated Pest Management (IPM) Program to be directed by an entomologist under GSA's supervision. The IPM Program has replaced conventional pest control measures that use potentially toxic chemicals with environmentally safe procedures. Funding for this program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the Department of Procurement Management. Departments should budget IPM charges under sub object code 22340 in accordance with the schedule below. Included in this charge is availability of the entomologist for consultant services for departments' individual pest control problems.

<b>Department</b>	<b>No. of Facilities</b>	<b>% of Total</b>	<b>Total Cost</b>
Aviation	132	20.9%	\$16,720
Community Action Agency	30	4.7%	3,760
Consumer Services	3	0.5%	400
Correction and Rehabilitation	10	1.6%	1,280
Fire	42	6.6%	5,280
General Services Administration	38	6.0%	4,800
Human Services	46	7.3%	5,840
Library	28	4.4%	3,520
Park and Recreation	113	17.9%	14,320
Miami-Dade Police	14	2.2%	1,760
Miami-Dade Transit	58	9.2%	7,360
Public Works	28	4.4%	3,520
Seaport	32	5.1%	4,080
Solid Waste	33	5.2%	4,160
Water and Sewer	25	4.0%	3,200
<b>TOTAL</b>	<b><u>632</u></b>	<b><u>100%</u></b>	

**Contact: Jude Plummer, IPM Manager**  
**GSA/Facilities Management Division**  
**(305) 375-3730**

### **On-Site Generator Support**

Level "A" – Prime Power  
Level "B" – Stand-by Power  
Level "C" – Emergency Light Duty Generators

On-site electric power generators provide auxiliary prime and backup power to County-owned facilities. Scheduled preventive maintenance is provided in accordance with a service agreement for each unit, for a fixed monthly fee. Emergency and other unscheduled repair services are charged on a time and materials basis.

Standard operations and maintenance service for all classes of backup/emergency generators are provided under three types of service agreements: weekly, bi-weekly and monthly. Rates are quoted on service agreements with departments for each machine. Special request and breakdown/repair labor charges for GSA's service technicians are \$58.00 per hour regular time and \$87.00 per hour overtime. Labor charges for outside contractors during normal working hours are \$65.00 per hour, portal to portal, and \$97.50 per hour overtime. Outside contractor labor rates are estimated based on current County contracts. Departments and agencies will be charged by GSA for actual hourly and overtime rates for the outside labor and parts used. Hourly rate includes transportation and consumables. An administrative charge will be added for materials and outside labor use.

GSA is not responsible for refueling generator tanks. This responsibility rests with the facility manager of the department owning the equipment.

**Contact: Gustavo H. Suarez, GSA Utilities Manager,  
GSA/Facilities Management Division  
(305) 375-1818**

### **Electrical Energy**

Each department will receive its electricity cost projections for FY 2004-05 from GSA, based upon the department's actual accounts by rate and facility. The cost variables in each rate are calculated based on energy usage budgeted for FY 2003-04 and specified rate inflation factors.

Departments will need to assess FY 2003-04 usages by facility to determine any adjustments that will result from operational changes or equipment modifications. If these changes result in a cost different from GSA's projection, the department should contact GSA, Facilities and Utilities Management.

**Contact: Louis Medeiros, Energy Systems Analyst  
GSA/Facilities Management Division  
(305) 375-1282**

## **Real Estate Services**

### **Lease Management Services**

Lease management services are provided to all County departments that lease space. These services include locating space, negotiating and preparing lease contracts, processing contracts for BCC approval, overseeing design, build-out and occupancy of space, coordinating meetings as required and submitting items for review to the appropriate agencies. Staff also performs lease and property management services, coordinates maintenance and repairs to space, and administers all accounting activity for leases. The fee for these services is eight percent of the lease payments. ***This rate is under review and may be modified prior to FY 2004-05. All changes will be communicated upon finalization of the review.***

### **Governmental Facilities/Zoning Hearings**

Any department proposing to utilize County-owned real property for a County purpose is required to submit the proposed use to the BCC for approval by public hearing prior to proceeding with development. The Real Estate Section of GSA/FUMD administers this process, which includes coordinating the review of proposals by the Site Review Committee, preparation of the committee's recommendation to the BCC, coordinating neighborhood meetings as required; submitting the item for review to the appropriate Community Council; and securing required legal notices for public meetings. In addition, departments leasing property or space from the private sector may require a zoning hearing for the planned use. This office is also available to assist departments with this process, including the hearing before the appropriate Community Council. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA, plus a \$1,425 Planning and Zoning Department fee for administrative and advertising expenses.

### **Land Sale Services**

The disposal process for County real property requires coordinating an assessment of future need for the real property by County agencies, processing requests to the Planning Advisory Board, administering the competitive bidding process, conducting contract closings, and processing agenda items to the BCC for required approvals. The standard fee for these services is ten percent of the sales price. ***This rate is under review and may be modified prior to FY 2004-05. All changes will be communicated upon finalization of the review.***

### **Joint Development**

Projects involving complex real estate transactions between County and private developers are handled by the Asset Management Unit. These projects typically involve negotiating complex leases and/or purchase options for County agencies, as well as preparing cost/benefit analyses and pro-forma statements. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA. Fees for subsequent GSA services arising from projects, e.g. lease administration or property management services would continue to apply. ***This rate is under review and may be modified prior to FY 2004-05. All changes will be communicated upon finalization of the review.***

### **Acquisition/Development Services**

The acquisition and/or development of real property and facilities for County departments includes identifying and analyzing potential County and non-County sites; conducting site planning activities; securing necessary surveys, title abstracts, appraisals, environmental assessments and other professional services; negotiating and preparing contracts, deeds, easements and other legal documents for the purchase, donation, or use of non-County real property; conducting contract closing; and processing agenda items for BCC approval. Fees charged for these services vary by the size and complexity of the project and are based upon the time spent and actual out-of-pocket expenses incurred by GSA. ***This rate is under review and may be modified prior to FY 2004-05. All changes will be communicated upon finalization of the review.***

**Contact: Elva R. Marin, Manager, Real Estate Services  
GSA/Facilities Management Division  
(305) 375-5754**

## **Rent Roll**

<b>RENT ROLL FOR PROPRIETARY AGENCIES</b> <b>General Services Administration</b> <b>Facilities and Utilities Management Division</b>						
<b>AGENCY</b>	<b>DIVISION</b>	<b>BUILDING</b>	<b>FLOOR</b>	<b>SPACE (SQ. FT.)</b>	<b>RENT PER (SQ. FT.)</b>	<b>ANNUAL RENT</b>
Art in Public Places		Clark Center	6	2,757	\$27.78	\$76,589
Building Code Compliance		140 West Flagler	16	9,672	\$20.43	\$197,599
Building	Permits	South Dade Govt. Center	1&B	1,715	\$16.62	\$28,503
		West Dade Permitting Center	1&2	67,009	\$26.00	\$1,742,234
Business Development	Bus. & Econ. Dev.	140 West Flagler	11	5,180	\$20.43	\$105,827
	Bus. & Econ. Dev.	Courthouse Center	28	11,797	\$12.41	\$146,401
Chief Information Officer		Clark Center	17	1,060	\$27.78	\$29,447
Community Development		140 West Flagler	10&11	17,111	\$20.43	\$349,578
Consumer Services	Advocate/Protection	140 West Flagler	9	2,250	\$20.43	\$45,968
	Cable TV	140 West Flagler	9	690	\$20.43	\$14,097
	Director's Office	140 West Flagler	9	2,723	\$20.43	\$55,631
	PTRD	140 West Flagler	8	1,230	\$20.43	\$25,129
	PTRD	140 West Flagler	9	3,494	\$20.43	\$71,382
	PTRD	140 West Flagler	9	810	\$20.43	\$16,548
	Cooperative Ext.	Cooperative Extension	1	14,822	\$4.04	\$59,881
County Manager	Ryan White Program (OSBM)	140 West Flagler	16	1,240	\$20.43	\$25,333
	Urban Revitalization	140 West Flagler	11	826	\$20.43	\$16,875
	CICC	Clark Center	6	800	\$27.78	\$22,224
	CICC	Clark Center	17	1,953	\$27.78	\$54,254
	ITC	Clark Center	25	1,152	\$27.78	\$32,003
	Safe Neighborhood Parks	South Dade Govt. Center	1	916	\$16.62	\$15,224
Court Recorder		West Dade Permitting Center	2	1,582	\$26.00	\$41,132
Cultural Affairs Council		Clark Center	1	534	\$27.78	\$14,835
		Clark Center	6	4,695	\$27.78	\$130,427
DERM	Laboratory	Central Support Facility	1	9,160	\$13.40	\$122,744
		Clark Center	10	4,027	\$27.78	\$111,870
		Metro Annex	2	100	\$3.49	\$349
		South Dade Govt. Center	2	168	\$6.00	\$1,008
	Permits	West Dade Permitting Center	1	14,701	\$26.00	\$382,226
Emergency Management	Water Management	Clark Center	25	1,492	\$27.78	\$41,448
ETSD		Clark Center	10	600	\$27.78	\$16,668
	Help Desk	Clark Center	17	829	\$27.78	\$23,030
	Telecommunications	Clark Center	3	2,500	\$27.78	\$69,450
	Telecommunications	Clark Center	17	242	\$27.78	\$6,723
	Telecommunications	Clark Center	30	9,440	\$4.00	\$37,760
	Telecommunications (Jose)	Clark Center	6	224	\$27.78	\$6,223
		Clark Center	10	600	\$27.78	\$16,668
		Clark Center	14	287	\$27.78	\$7,973
	Telecommunications	Cultural Center	B	3,033	\$6.19	\$18,774
	Computer Repair	South Dade Govt. Center	B	180	\$8.34	\$1,501
	Telecommunications	Telecom Control Center	all	11,008	\$8.34	\$91,807
		West Dade Permitting Center	1&2	4,991	\$26.00	\$129,766
Finance	Cash Management	Clark Center	26	744	\$27.78	\$20,668

<b>RENT ROLL FOR PROPRIETARY AGENCIES</b> <b>General Services Administration</b> <b>Facilities and Utilities Management Division</b>						
<b>AGENCY</b>	<b>DIVISION</b>	<b>BUILDING</b>	<b>FLOOR</b>	<b>SPACE (SQ. FT.)</b>	<b>RENT PER (SQ. FT.)</b>	<b>ANNUAL RENT</b>
Finance	Credit & Collections	Clark Center	26	3,591	\$27.78	\$99,758
	FEMA Accounting	Clark Center	26	602	\$27.78	\$16,724
Fire and Rescue		Data Processing Center	1&2	4,657	\$17.61	\$82,010
		West Dade Permitting Center	1	3,743	\$26.00	\$97,318
GSA	Security Mgt.	Central Support Facility	1	903	\$13.40	\$12,100
	CMRS	Clark Center	24	6,085	\$27.78	\$169,041
	Director/Admin Services	Clark Center	24	5,996	\$27.78	\$166,569
	Fleet Management	Clark Center	24	2,638	\$27.78	\$73,284
	Real Estate Mgt.	Clark Center	24	2,484	\$27.78	\$69,006
	Risk Management	Clark Center	23	17,200	\$27.78	\$477,816
Homeless Trust		Clark Center	27	1,330	\$27.78	\$36,947
Human Services	Child Development	South Dade Govt. Center	2	1,794	\$16.62	\$29,816
Library		Caleb Center	1	11,644	\$16.08	\$187,236
		Cultural Center	all	201,200	\$6.19	\$1,245,428
MPO		Clark Center	9	3,800	\$27.78	\$105,564
Miami-Dade Police	Code Enforcement	South Dade Govt. Center	1	830	\$16.62	\$13,795
Miami-Dade Transit		Clark Center	9	17,200	\$27.78	\$477,816
	Wackenhut Corp.	Clark Center	4	444	\$27.78	\$12,334
Planning & Zoning		Clark Center	11	15,668	\$27.78	\$435,257
		West Dade Permitting Center	1&2	7,168	\$26.00	\$186,368
Public Works	Construction Div.	Clark Center	14	6,952	\$27.78	\$193,127
	Spec. Taxing Dist.	Clark Center	15	1,872	\$6.00	\$11,232
	Subdivision Platting	Clark Center	14	1,234	\$27.78	\$34,281
	Construction Div.	West Dade Permitting Center	1	3,626	\$26.00	\$94,276
Team Metro		Caleb Center	7	2,282	\$16.08	\$36,695
Water & Sewer		140 West Flagler	1	220	\$20.43	\$4,495
		Caleb Center	1	1,300	\$16.08	\$20,904
		South Dade Govt. Center	1	1,024	\$16.62	\$17,019
		West Dade Permitting Center	1	1,475	\$26.00	\$38,350

**Contact: Jerry S. Hall, Director**  
**GSA Facilities and Utilities Management Division**  
**(305) 375-3465**



## ADMINISTRATIVE SERVICES DIVISION

### Monthly Parking of County Vehicles

All County vehicles that park in County parking facilities will be charged a monthly fee. The rate for each month or part thereof, is \$30.00 per vehicle. Departments should base their annual budget expenditures on the following formula: (number of vehicles x \$30.00 x 12). Sub-object 31320 should be used for this purpose.

### Daily Parking of County Vehicles or Downtown Business Visits

County departments and agencies may continue the purchase of parking validation stickers from the Parking Manager's Office for their employees' use when on downtown business. Stickers can be purchased in booklets of 100 for \$360. Departments and agencies may acquire these booklets by having their authorized representatives send their purchase requests, via memo, with their index code or check to the Parking Manager. Employees and visitors will then be issued stickers by their respective departments or agencies, as needed. Stickers, which will be honored at any GSA-managed Parking Facility, are to be attached to the parking ticket and surrendered to the cashier on the way out of the facility.

Remember:

- Validation stickers can be pre-purchased in booklets of 100 stickers, for \$360.
- Sticker purchase, issuance and usage are managed by the department or agency.
- No more logs for departmental back-charges, by journal entry.
- **Failure to submit a validation sticker will require payment of the FULL TICKET parking rate at the cashier's window.**
- No more long, waiting lines at the cashier; simply surrender the validated ticket.
- You can access the parking website for your parking needs; applications, cancellations and service changes.
- Monthly rates for non-County vehicles have been modified, as follows:

140 West Flagler Garage	\$58.00
Hickman Garage	\$52.75
Cultural Center Garage	\$52.75

**Contact: Carlos Gutierrez, Parking Manager**  
**Phone: 305-375-3913**  
**Fax: 305-375-3914**  
**Email: GC1474@miamidade.gov**

## CONSTRUCTION MANAGEMENT AND RENOVATION SERVICES DIVISION

### *Service Tickets / Work Orders / Capital Projects*

County departments must use the Work Order and Service Ticket system, through the Construction Management and Renovation Services (CMRS) Division, to initiate requests for repairs, preventive maintenance, space planning, office designs or relocations, furniture acquisition, graphic design, signage improvements, architectural and engineering building renovation, and new construction work to be performed at their facilities. Departments are encouraged to determine their needs or request assistance from CMRS with estimating for budgeting purposes, for projects that will be initiated during the fiscal year. Billing for all work occurs on a monthly basis.

- Service Tickets are used for interior remodeling, repairs and preventive maintenance on systems such as plumbing, electrical, air conditioning, carpentry, painting, signage requests, furniture acquisition, and office redesign. Service Tickets are also opened when a department requests a preliminary estimate and/or a Scope of Work to be developed for a larger project.
- Work orders are initiated when it is determined that the scope of work being requested is for major repairs or renovations of plumbing, roof replacement, air conditioning, and office relocations, or redesigns. These are larger type jobs and are more expensive and longer in duration than those on Service Tickets.
- Capital Projects are the largest type of project managed by CMRS. These are designated Capital Projects by the User Agency, the Office of Strategic Business Management, the OSBM Capital Coordinator and the CMRS Division. Capital Projects should also be initiated on a Work Order form.

Forms may be requested from the CMRS Division and will be sent to your office for completion. Call (305) 375-4131 for work related to furniture needs, carpeting, signage, office design, or space planning. All other requests for repair or maintenance service may be placed by calling (305) 547-5246. When the requesting department completes the forms, valid index codes, and authorized signatures are acquired, the jobs are submitted for scheduling by the CMRS Division.

The following factors assist in prioritizing the response time for work assignments; emergency, health, life safety, and projected duration of the project. Work is typically performed during normal business hours except for emergencies or when it has been determined that the work is of such nature it cannot be performed during the normal workday due to the disruption of the department's operations. The final decision to proceed is based on the nature of the work required and confirmed funding availability.

**Contact: Etta Jardine**  
**Construction Management & Renovation Services Division**  
**(305) 375-1101**

## OFFICE OF AMERICANS WITH DISABILITIES ACT COORDINATION

For sign language interpreters cost, departments should budget a 20 percent increase over FY 2003-04 charges. Each department should budget their sign language interpreter services specifically by subobject code 11502.

A new contract for sign language interpreting services has been developed allowing for a primary, a secondary, and a tertiary agent, which should allow the County to get quality service in a timely manner. Bids have been received, and the contract should soon be awarded by Procurement. It appears that the fees for interpreter services will be approximately the same as fees this year. It is recommended that you budget the same amount next year as your expenditures this year but adjusted up or down for expected changes in user requests. When the contract is awarded, departments will make their own arrangements for services and pay the vendors directly. Each department is required to designate a person who is responsible for coordinating sign language interpreting services.

### ***New Construction, Alterations, Maintenance, and Architectural Barrier Removal***

Departments need to consider several aspects of the Americans with Disabilities Act Title II requirements when budgeting for facilities. All new construction must be fully accessible. There will be times when meeting minimum code requirements will not meet the needs of all people who have disabilities; some people who have a disability may not, for instance, be able to negotiate long ramps provided in lieu of an elevator. It may cost a little more to make facilities usable and easily accessible to all people. All alterations need to meet standards of accessibility. If alterations amount to an alteration of a whole area, then the whole area must be made accessible. If alterations are made to a primary function area, such as offices, classrooms, a reception area, or an area of assembly, then the path of travel, including the route from the parking to the area, and the restrooms, telephones and water foundations serving the primary function area, must be made accessible as long as the cost does not exceed 20 percent of the cost of the changes to the primary function area. What that means is if a facility is not already accessible, an additional 20 percent to make it accessible should be budgeted for the changes planned to a primary function area. Departments need to make sure that all their plans are approved by the Office of ADA Coordination Design Section to insure compliance with ADA requirements. The Florida Building Code and the ADA both require that facilities required to be made accessible in new construction or alterations be maintained so they continue to be accessible. Changes cannot be made that reduce accessibility. Accessible lever handled door hardware cannot be replaced with inaccessible round doorknobs. Walkways, pavers and ramps that become inaccessible because of roots or settling must be repaired. Door closers that can no longer be adjusted to meet maximum opening force requirements must be replaced. Accessible restrooms, assistive listening devices, and other features of accessibility must be maintained in good working order. Furniture, boxes, waste receptacles, etc. must not be placed in spaces required to be clear for accessibility. In addition, Title II of the ADA requires that architectural barriers that deny access to programs or services be removed unless such removal will create an undue financial and administrative burden on the County. Such Barrier removal should have occurred by January of 1995. Since its creation shortly after the passage of the ADA, the Office of ADA Coordination has, for general fund facilities, been working on a list of priorities developed in conjunction with the Commission on Disability Issues. Priorities change based on departmental needs, complaints by persons with disabilities, and lawsuits. Proprietary

departments are responsible for their own barrier removal and need to budget for it. The Office of ADA Coordination and the Commission on Disability Issues can provide assistance to all departments in the development of barrier removal plans.

**Contact: Dan Holder, Director**  
**Office of ADA Administration**  
**(305) 375-2013**

## PROCUREMENT MANAGEMENT DEPARTMENT

### *Schedule of Commonly Used Equipment*

<u>Description</u>	<u>Commodity Code</u>	<u>Unit Cost</u>
Air Conditioners(Not Installed) 10,000 BTU (LG Electronics)	03000	\$309.58
Air Conditioners (Not Installed) 12,000 BTU (Friedrich)	03000	\$450.00
Air Conditioners (Not Installed) 18,500 BTU (Friedrich)	03000	\$565.00
Air Conditioners (Not Installed) 24,000 BTU (Friedrich)	03000	\$600.00
Cabinets, steel, filing, with lock, 2 drawer letter	42500	\$299.00
Cabinets, steel, filing, with lock, 2 drawer legal	42500	\$299.00
Cabinets, steel, filing, with lock, 4 drawer, letter	42500	\$499.00
Cabinets, steel, filing, with lock, 4 drawer, legal	42500	\$499.00
Cabinets, steel, filing, with lock, 5 drawer, letter	42500	\$649.00
Cabinets, storage supply, steel, 78" x 36" x 18"	42500	\$300.00
Map (file) complete with cap & base, 36" x 48"	42524	\$850.00
Calculator, electronic, printing, 4-function with memory	60016	\$67.91
Cameras, 35mm, SLR with lens	65527	\$498.98
Cameras, Polaroid, 600 - twin pack	65527	\$23.88
Chain saw, 18" bar, Echo, #CS-3000	44500	\$360.00
Chairs, metal posture, swivel, with arms, high back	42500	\$299.00
Chairs, metal posture, swivel, with arms, high back, metal side, with arm	42500	\$199.92
Chairs, metal posture, swivel, with arms, high back, metal side, without arm	42500	\$98.00
Chairs, metal posture, swivel, with arms, high back, metal secretarial posture swivel	42500	\$118.00
Desk, steel, double pedestal, 30 x 60	42500	\$479.00

<u>Description</u>	<u>Commodity Code</u>	<u>Unit Cost</u>
Desk, steel, double pedestal, 30 x 60, secretarial with work station-type adjunct	42500	\$500.00
Dictator, with standard microphone	60052	\$497.98
Transcriber, with foot pedal and earphones	60052	\$314.25
Dividers, room, fabric, straight, 6' W x 5' H	60052	\$200.00
Drill, electric, 1/2", Makita 6013BR	44500	\$150.00
Drill, electric, 3/8", Dewalt 1166	44500	\$95.00
Drill, pneumatic impact, 3/4"	44500	\$220.00
Edger, Stick, John Deere XT 1205E	51563	\$299.00
Fax Machine, Bubble Jet, Plain Paper, programmable keys, speed dial and quick scan	60061	\$330.44
Fax Machine, Laser, Plain Paper, Function/Large memory scanner, speed dial, PC File transfer/printer/scanner	60061	\$882.00
Lawn Mower, Walk-Behind, John Deere JA62	51563	\$599.00
Lawn Mower, 21" Cut-Hand, Pushed Toro #20444	51563	\$450.00
Outboard motor for boat, 6HP manual, 15" Evinrude	12000	\$972.90
Outboard motor for boat, 6HP manual, 20" Evinrude	12000	\$983.25
Outboard motor for boat, 8HP, manual, 15" Evinrude	12000	\$1,110.90
Outboard motor for boat, 8HP, manual, 20" Evinrude	12000	\$1,124.70
Outboard motor for boat, 9.9HP, manual, 15" Evinrude	12000	\$1,400.00
Outboard motor for boat, 9.9HP, manual, 20" Evinrude	12000	\$1,407.60
Outboard motor for boat, 15HP, electric, 15" Evinrude	12000	\$1,849.20
Outboard motor for boat, 20HP, electric, 20" Evinrude, push button start	12000	\$1,538.70
Outboard motor for boat, 15HP, electric, 20" Evinrude, remote start	12000	\$1,866.45
Outboard motor for boat, 25HP, electric, 15", 4 stroke E25EL451, Evinrude, remote start	12000	\$1,983.75
Outboard motor for boat, 25 HP, electric, 20", 4 stroke E25EL451, Evinrude, remote start	12000	\$1,883.70
Outboard motor for boat, 25HP, electric, 15", Evinrude, push button start	12000	\$1,794.00
Outboard motor for boat, 40HP, electric, 20", Evinrude, remote start, Touch Trim	12000	\$2,208.00
Outboard motor for boat, 40HP, electric, 20", Evinrude, remote start, TNT	12000	\$2,208.00
Outboard motor for boat, 40HP, electric, 15", Evinrude, push button start	12000	\$2,800.00

<u>Description</u>	<u>Commodity Code</u>	<u>Unit Cost</u>
Outboard motor for boat, 40HP, electric, 15", Evinrude, push button start, Touch Trim	12000	\$2,000.00
Projector, overhead	88030	\$388.33
Projector, slide	88030	\$458.70
Screen, projection 70" x 70"	88030	\$150.00
Pager Rental, Tone & Voice, Local	72506	1.90/mo
Pager Rental, Tone & Voice, Statewide	72506	4.90/mo
Pager Rental, Tone & Voice, Nationwide	72506	16.95/mo
Pager Rental, Digital, Local	72506	5.80/mo
Pager Rental, Digital, Statewide	72506	6.30/mo
Pager Rental, Digital, Nationwide	72506	34.95/mo
Personal Computer, Dell 8300, Pentium, 4 processor, at 2.66 GHZ, 533MHz system	20511	\$1,092.80
Personal Computer, Dell 8300, Memory, 256MB, PC1066, RDRAM (2X128 modules)		
Hard Drive (7200 RPM)		
Monitor, 17 inch (16.0 viewable, .27dp) E722		
Video Card, 64MB DDRNVIDIA		
Integrated Audio with Soundblaster Pro/16 Compatibility		
48x Max Variable CD-ROM		
Dell jukebox, Keyboard, Mouse, 3.5 floppy disk		
HP Laserjet 4200 Laser Printer	20547	Starts at 999.00
HP Colorjet 4600 Laser Printer	20547	starts at \$1761.00
HP Color Deskjet 6122	25047	\$180.00
Public Address System	48047	\$1,320.00
Line Trimmer, John Deere XT140SB	51535	\$329.00
Tape Recorder, Portable Cassette, Built-in Condenser Microphone, uses standard cassettes	48082	\$57.45
Typewriters, Wheelwriter, Swintec 7040	60087	\$899.00
Welding and Cutting Outfit, complete	89500	\$334.00
File cabinets, lateral, 2 drawer, legal	42500	\$269.00
File cabinets, lateral, 4 drawer, legal	42500	\$449.00
File cabinets, lateral, 5 drawer, legal	42500	\$569.00
Stack chairs, with arms	42500	\$59.00
Stack chairs, without arms	42500	\$75.00
Stack chairs, without arms, but sled bases	42500	\$42.00
Folding tables - Conference Type, 30" x 72"	42500	\$63.00
Folding tables - Conference Type, 36" x 96"	42500	\$85.00

**Contact: Tony Arroyo**  
**Procurement Department**  
**(305) 375-4439**

## EMPLOYEE RELATIONS DEPARTMENT

### Testing and Validation Reimbursement Schedule

The following departments should budget funds as indicated below for projected services to be rendered by the Testing and Validation Section, Employee Relations Department. **Cost increase from prior fiscal year, will allow the department to implement a necessary technology system upgrade, and will be reduced in FY 2005-06.**

<u>Department Name</u>	<u>Total Costs</u>
Miami-Dade Transit	\$202,800
Miami-Dade Police	150,200
Fire and Rescue	180,200
Corrections and Rehabilitation	82,600
Aviation	82,600
General Government	52,600
<b>Total</b>	<b><u>\$751,000</u></b>

The following departments should budget funds as indicated below for services related to payroll and unemployment compensation.

<u>Department Name</u>	<u>Total Costs</u>
General Services Administration	\$281,000
Water and Sewer Department	62,000
<b>Total</b>	<b><u>\$343,000</u></b>

**Contact: Mary Lou Rizzo**  
**Employee Relations Department**  
**(305) 375-2670**

### Supervisor Certification Program

The Supervisor Certification Program is designed to increase the understanding and application of State and County legislation pertaining to the duties of Miami-Dade County Supervisors. This training is mandatory for all first-level supervisors at a charge of \$85 per person per course for six core courses and two elective courses.

#### Core Courses:

Basic Management Skills (8 hours)  
Orientation to Personnel Issues and Procedures (4 hours)  
Fair Employment Practices (8 hours)  
Understanding the Employee Appraisal System: A Proactive Approach (8 hours)  
The Progressive Discipline System: Practice and Procedures (8 hours)  
Supervisory Safety: Accident Prevention and Safety Awareness (8 hours)

**Elective Courses:**

Cultural Diversity (8 hours)  
Customer Service and Communication (8 hours)  
Procurement Guidelines (4 hours)  
Structured Interview and Selection Techniques (8 hours)  
Violence in the Workplace (4 hours)  
Ethics (4 hours)  
Accelerated Learning (8 hours)  
Business Writing (8 hours)  
Conflict Resolution (8 hours)  
Dealing with Difficult People (4 hours)  
Domestic Violence Awareness (4 hours)

**New Employee Orientation Program**

New employee orientation charge is \$100 for the two-day orientation workshop.

**ENTERPRISE TECHNOLOGY SERVICES DEPARTMENT**

The Enterprise Technology Services Department (ETSD) provides services enabling County and external governmental agencies to improve services and processes, increase efficiency and provide greater access to information and citizen services through the use of Information Technology.

The mission of the department is to provide leadership, strategic direction and enterprise technology solutions that support Miami-Dade County's Service Delivery Areas in accomplishing the County's mission. Following are the major services provided;

**Maintenance and Support of Departmental and Countywide Applications**

Applications Services encompass the development and maintenance personnel required to support applications on an Enterprise, Consortium or Department Specific basis.

Basic maintenance is defined as the repair and testing of defects that prevent the ETSD supported application from processing accurately or producing correct results, or causes the application to have an abnormal end prior to job completion. These defects keep the system from performing accurately while meeting the original specified operational needs of the customer. Basic maintenance includes the evaluation and implementation of software fixes within third party software, such as FAMIS and ADPICS that support countywide operations. Minor legislative changes to meet new local, state and federal regulatory requirements will also be satisfied.

Basic Maintenance for specific legacy applications will be covered by the Funding Model. For all other agencies (enterprise, proprietary and certain general fund agencies) billing will be applied on an hourly basis according to the published rates or a contractual annual maintenance



fee for basic maintenance activities performed on their respective ETSD supported applications.

Modifications that exceed routine maintenance will be considered unplanned and will be billed according to the published rates. Any increase in maintenance support brought about by adding new functionality to an existing system or implementation of a newly developed application will be billed to the respective department or will require an increase in the general fund subsidy.

### **Enhancements and Development of New Applications**

Development of new applications and enhancements or additions to existing applications to make them more responsive to operational requirements will be charged to the requesting departments. The costs of ad hoc requests which arise during the course of a fiscal year may also be billed.

### **Online Services**

Online Services include the design, development and maintenance of internet services for Miami-Dade County and other quasi-public sector entities. Services provided to County departments are outlined in the standard Departmental Service Level Agreement (SLA). Departments may elect to add service options to the standard SLA. These enhanced SLAs will be executed in conjunction with the annual budget process and may include dedicated staffing.

Unplanned Department activities that exceed the provisions of the standard or agreed upon enhanced SLA will be provided by Online Services and billed on an hourly basis. Services to municipal and quasi-governmental entities may include a wide variety of service options. These services are provided via contract and may include web site design, email services, content updates and maintenance.

### **Geographic Information System (GIS) Services**

ETSD will provide the following Geographic Information System (GIS) services at no charge.

- Hosting of Department's applications on the County's GIS infrastructure
- Enterprise GIS development environments (CITRIX, ArcIMS, ArcSDE SUN Solaris and Compaq UNIX True 64) including use of ESRI and Oracle licenses
- Use of enterprise GIS plotters
- Access to digital orthophotography and other aerial photography products
- Maintenance and support of base map layers and general use layers not maintained by other departments
- Access to central repository of GIS data in coverage, shape and ArcSDE formats including data maintained by ETSD as well as other County departments
- Storage of departmental data up to 3 Gigabytes by department
- Maintenance and support of general use GIS applications
- GIS technical support

Departments will have to budget for the following GIS services:

- Application development and maintenance
- Map creation, layer development, data manipulation, report generation, and other special requests
- Project management and outside vendor costs

- Storage of departmental data above 3 Gigabytes
- Installation of GIS software in departmental servers

### **Electronic Document Management System (EDMS)**

- ETSD will provide the following services for Identech's Electronic Document Management System at no charge
- FYI Identech License Maintenance Cost
- Hosting of Department's applications on the County's infrastructure
- Consulting services for migrating an EDMS application to the County's infrastructure
- Technical support defining best practices in the development of forms and the automation of work flow processes.
- Departments will have to budget for the following EDMS services:
  1. Implementation costs paid to an outside vendor
  2. DASD
  3. Non-County infrastructure costs

### **Middleware Application Services**

Middleware is the software "glue" that enables programs and databases running on different computer platforms to work together.

Middleware services are provided at no cost to County departments. The following middleware services are provided:

- The deployment, management and support of middleware software, which the County portal and all subsequent large applications utilize on a 24x7 basis.
- The deployment, configuration, management and support host integration products to access the County mainframe such as 3270 emulation.
- Provide performance monitoring of all middleware components to ensure 24x7 operations of the portal and applications.
- Provide infrastructure, software and support for data warehouse.
- Provide infrastructure and support for portal content management and search capabilities.

### **Oracle License Costs**

Oracle desktop software license renewal or CPU or named-user licenses for departmental server based products are renewed yearly based on the Countywide Co-Terminus renewal dates. Below is listed a schedule of estimated costs per department based on the inventory registered as of November 2003.

<b><u>ID</u></b>	<b><u>Department</u></b>	<b><u>Total</u></b>
AV	Aviation	\$ 20,050.79
BD	Business Development	2,519.34
CL	Office of the Clerk	77,280.54
CR	Corrections and Rehabilitation	5,255.99
DE	Department of Environmental Mgmt	35,961.46
ER	Employee Recognition	3,038.49
FR	Fire and Rescue	118,122.67
GS	GSA	5,923.57
HD	Housing Agency	2,127.41
IT	ETSD	744,034.00
ME	Medical Examiner	2,547.14
MT	Miami-Dade Transit	100,800.44
PA	Property Appraisal	8,628.02
PD	Police Department	156,760.67
PL	Planning and Zoning	2,138.68
PM	Procurement	319.78
PW	Public Works	5,609.50
SP	Seaport	28,729.63
SW	Solid Waste Mgmt	14,713.81
TC	Tax Collector	2,365.56
TM	Team Metro	934.92
WS	Water and Sewer	76,777.01

### **Microsoft License Costs**

The Microsoft Enterprise Agreement allows departments to renew their enrolled desktops and servers under the County's Enterprise Agreement. This agreement provides for the licensing and upgrade of existing and new acquisitions to the most current levels of the Microsoft products listed.

Desktop: Includes operating system and Standard Office Suite (Excel, Word, PowerPoint) \$186/seat

Server: Includes operating system. \$136/server

### **Database Services**

The enterprise funding model allows for the provisioning of the following services to existing databases either currently supported by ETSD or databases that are planned for installation and support in the upcoming year and included in the funding model.

New Databases not included in the funding model will require funding for database services for implementation and support costs during the first year. Projects with new databases will be requested to pay for all additional DASD Storage, and where implementation of these new projects exceeds current operating capacity, the Projects will be requested to absorb the cost of the increase to the infrastructure hardware and software licensing fees in the first year. These costs may vary based on the size of the database and nature of the support required. As such,

you are encouraged to contact Ivan Rodriguez, Systems Support Manager, to provide you a quote for the services needed.

The following services are generally provided as support for databases covered under the funding model. For a complete detail listing of services please visit the DB Group website at <http://intra.metro-dade.com/Database/>

Capacity Planning

Installation and Creation of Databases

Monitoring Databases

Verifying Database Backups

Performance and Tuning

Database Maintenance and Support

Database Restructures

- For Oracle or SQL Server or UDB database – unlimited number of restructures of 10 or less records – 4 restructures per year for restructures of over 10 records.
- For IDMS Databases – one restructure per year regardless of size.
- Every effort is made to accommodate to the requested schedules for restructures. However where the requested schedules exceed the current capacity of staff made available through the funding model, the customer will be requested to pay for the acquisition of temporary resources to meet their immediate requirements
- Systems Documentation

### **Back-Up Services**

ETSD will provide backup and restore services, to departments for their distributed data. This includes an initial “Full Backup” of customer data and daily “incremental” backups. Base service cost is \$3/gigabyte of data, backed up per month. ETSD will provide a “service level agreement” which will state the time to service level restoration based upon the customers network infrastructure, amount of data, business need and application type. Should the customer have special requirements, a customized Service Level Agreement, defining services and costs will be developed.

ETSD will be responsible for the following:

- Acquisition, setup and configuration of all hardware (e.g., tape libraries and servers) and software (e.g., backup software and operating systems) necessary to provide the service.
- Maintenance and insurance of 24 hours/ 7 days a week support for all hardware and software.
- All backup related upgrades and maintenance necessary for the associated hardware and software. All changes will be scheduled and coordinated with the user through the ETSD change management procedures.
- Coordination of requested restores with designated customer staff.
- Ensuring that the restore capability works correctly. Regular “test restores” will be scheduled with the customer on the average of once every two months. This insures data integrity of

backups.

- Providing the customer, WEB access, to monitor backup program status to determine if all scheduled jobs ran successfully. ETSD will work with the designated customer contact to resolve any technical problems in a timely manner.

### **DASD (Direct Access Storage Devices)**

The requirements for DASD should be included early in the project planning process, as part of the physical design of any new application file. Whether a brand-new system or an enhancement to an existing system, whole, new files are always billable. ETSD's budget provides for nominal storage growth for existing application files, through experience generally about 15 percent, therefore, any growth above this is chargeable to the customer. Whether for Distributed Systems or for Mainframe Services, the cost of storage is periodically recalculated, usually after the purchase of new hardware. In FY 2003-04, related costs are amortized over a five-year period, the Rule-of-Thumb life expectancy for a storage subsystem. After five years, costs are absorbed in ETSD's base budget. Certain systems may have additional connectivity requirements which are priced per quote. Please contact ETSD Metronet Support for a specialized quote.

Distributed DASD (storage) for the Regatta and other mid-range and WinTel platforms has been established for FY 2003-04 as follows, (GB: Gigabyte, a gigabyte is equal to 1.07 billion bytes of information):

Distributed Storage Cost	\$73/GB
Mainframe DASD	\$.10 per cylinder/\$90 per Gigabyte

### **Video Conferencing Services**

ETSD will acquire, install and configure video conferencing equipment, for the customer based on customer configuration requirements. Additional network connectivity and power (drops) are not included in the following prices.

#### **Configurations:**

Room based systems:      \$5,000 (setup)  
                                     \$100 (monthly recurring)  
                                     View station camera w/remote  
                                     Color Monitor and Cart  
                                     Installation, setup, configuration and training.

Desktop systems:         \$600 (setup)  
                                     Viavideo (or equivalent) camera  
                                     Installation, setup, configuration and training.

- ETSD will maintain and insure video conferencing support during normal working hours, M-F, 8:30 a.m. to 5:30 p.m. ETSD will be responsible for problem determination and coordinating warranty and non-warranty (chargeable) repair work
- ETSD will provide all upgrades and maintenance necessary for the units.
- ETSD will provide customers with the ability to hold point to point and point to multi-point video conferences with any video conferencing equipment on Metronet.

- ETSD will provide customers with the capability of performing video conferencing with external entities.

### **Application Hosting**

All new application hosting will be considered on a case-by-case basis for viability on a particular platform and costs associated with this service will be provided based on ETSD hourly rates and platform used.

Departments should contact Mr. Gustavo Chicola, Division Director at (305) 275-7643 for a detailed cost proposal.

### **External ISP/ASP Hosting Services**

ETSD offers external ISP Web and ASP Application Hosting Services to external customers. The various service plans follow.

### **ISP Service plans**

#### **Silver Plan: 15.00/month**

200 MB Disk Space  
 Unlimited FTP access  
 Unlimited POP3 e-mail  
 Microsoft® Active Server Pages  
 Monthly billing cycle with no minimum contract  
 UPS protection  
 24/7 network monitoring  
 Additional Features:  
 Domain Pointing  
 Website traffic statistics

#### **Gold Plan: 30.00/month**

300 MB Disk Space  
 FREE Domain Pointing (up to 3 domains)  
 Unlimited FTP access  
 Unlimited POP3 e-mail  
 Microsoft® Active Server Pages  
 Monthly billing cycle with no minimum contract  
 UPS protection  
 24/7 network monitoring  
 Additional Features:  
 Website traffic statistics

#### **Platinum Plan: 50.00/month**

600 MB Disk Space  
 FREE Domain Pointing  
 Web traffic reporting, including easy to access logs and graphs  
 Unlimited FTP access  
 Database support via MS SQL Server (Priced separately depending on user requirements)

Unlimited POP3 e-mail  
Microsoft® Active Server Pages  
Monthly billing cycle with no minimum contract  
UPS protection  
24/7 network monitoring

### **ASP Plan Services**

**MS Exchange 2000:**  
\$10.00/month per Mailbox  
100 MB of Storage

### **RF Communication Services**

ETSD provides planning/design, engineering, project management, installation, maintenance, and consulting services to other County departments for the implementation and support of radio communications systems. Specific areas of service include UHF, VHF, 800 MHz and microwave radio transmission systems; radios, pagers and other communication devices; video-conference and video distribution systems; public address and sound systems; mobile security and alarm systems. Studies and engineering analysis required by a department for new, expanded or enhanced systems will be billed to that department at the engineering time rate. Incidental "out-of-pocket" costs for drawings, special services or supplies will be charged back to the department at cost.

### **Mobile/Portable Radio Maintenance and Installation (Subobject Code 24630)**

ETSD Radio Shop provides the following services, all of which are billed on a time-and material basis.

#### **Installations, Repairs and Other Services**

- Mobile radio equipment, Hand-held radios
- Loaner cellular telephones, Loaner two way radios
- Light bars, Sirens
- Field repair and pickup/delivery for large accounts.
- Installation of vehicle communications and emergency lighting equipment
- Consoles
- Preventive maintenance of mobile and portable radio equipment
- Mobile cellular telephones and hands free attachments
- Mobile alarm systems.

Chargeable items not listed above are strip-outs of vehicle equipment, equipment swaps, diagnostic time when no problem is found, and reinstallation of equipment originally done outside of the Radio Shop that does not meet public safety standards. All radio shop installations are guaranteed for the life of the installed component against defects in workmanship, except where physical abuse or external intervention is evident.

## **Radio/Transmission Service (Subobject Code 26130)**

### **Microwave Systems**

Agencies that use dedicated Microwave Circuits will be billed per circuit (a circuit is defined as each leg of a one-way communication path from the point of signal introduction to the point of first use or relay). This charge covers labor and parts for preventive/corrective maintenance of the fixed system infrastructure. If changes in operation require a higher service level, these figures must be increased to cover additional costs. All charges in subobject code 26130 are billed on an annual contract basis. Repair and maintenance of microwave equipment used exclusively by a particular agency will be billed to that agency as outlined in the telecommunications labor rate schedule.

### **Radio Systems**

The repair and maintenance of the 800 MHz radio system infrastructure will be prorated based on the number of radios that a department has compared to the total number of 800 MHz radios and charged to subobject code 26130. These costs are included in the telecommunications charges schedule.

The repair and maintenance of radio equipment, other than 800 MHz, will be billed on a service contract basis as follows.

#### **Service Contract Schedule**

<b>Transmitter</b>	<b>\$240.00</b>
<b>Receiver</b>	<b>\$60.00</b>
<b>Voter Modules</b>	<b>\$30.00</b>
<b>Microwave channel/circuits</b>	<b>\$120.00</b>
<b>Table top</b>	<b>\$60.00</b>
<b>Recall/PA System</b>	<b>\$25.00</b>
<b>Remotes</b>	<b>\$5.00</b>

This service contract will provide for routine repair to the equipment, together with a twice-a-year preventive maintenance visit, except for preventive maintenance on transmitters, which is performed on a monthly basis. Repair of other equipment not covered by the above will be done on a time-and-material basis, as outlined in the telecommunications labor rate schedule or included in a service contract at the discretion of ETSD and the customer.

The above rates will be reanalyzed and modified as needed by ETSD to take into account costs associated with the support and implementation of the new radio system in support of MDFR.

NOTE: Circuit and service contracts are calculated on a 12-month period; departments will be charged these costs for the entire fiscal year at the beginning of the fiscal year.



### **Radio/Transmission System Development**

Moves and/or reconfiguration of a system or channel will be billed on a time-and-material basis as outlined in the labor rate schedule.

### **Telephone Local Service Charges (Subobject code 31010)**

The local telephone charges reflect the cost of doing business and follow an industry standard model of having a Universal charge. For the second consecutive year, the universal charge is unchanged and set at **\$22.23 per phone line** and will be billed on a monthly basis.

### **Telephone Maintenance and Basic Feature Charges (Subobject code 31010)**

This service includes routine and emergency repairs and scheduled preventive maintenance of all systems maintained by ETSD. These charges cover routine and emergency repairs (24 hour, 7 day week), scheduled preventative maintenance of County installed telephone systems, ranging from the telephone instrument to the core wiring and telephone switch back-office infrastructure. For the second consecutive year, the maintenance charge is unchanged and is set at **\$8.30 per active instrument**, which includes basic voicemail service. Charges will be billed on a monthly basis.

Agencies are advised to budget the amount indicated in subobject code 31010 shown on Schedule of communication Charges that follows. **If changes in your operation require a higher level of service, these figures must be increased to cover the additional costs.**

### **Long Distance (Subobject codes 31011 / 31012)**

All long-distance costs incurred through long-distance carriers (subobject code 31011) and Sun Com (subobject code 31012) will be billed monthly to each department based on actual costs as reported on monthly telephone bills from the providers. If changes in your operations will require greater use of long distance services, these figures must be increased to cover additional costs.

Agencies are advised to budget the amount indicated in subobject code 31011 and 31012 as shown on the Schedule of communication Charges that follows. **If changes in your operation require a higher level of service, these figures must be increased to cover the additional costs.**

### **Telephone Installations (Subobject code 31014)**

Moves, adds, and changes of telephone service that require physical rearrangements / reinstallation of wiring, telephone jacks, instruments, maintenance of non-standard County issued telephone equipment will be billed on a time-and-material basis, as shown in the telecommunications labor rates schedule. Feature changes, logical configuration, and ancillary equipment, such as answering machines, faxes, paging systems and security systems will also be charged at the published rates.

Other chargeable items include "no-trouble-found" site visit after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor

services initiated directly by the user agency without prior approval from ETSD. Overtime labor costs and costs related to priority installations will be charged at one and a half time of published rates and are subject to customer approval. If you anticipate significant physical reconfigurations or increase in telephone installations, please make the necessary provisions in your budget.

Studies and analyses of engineering, designs, or estimates, required by an agency for new or enhanced telephone facilities will be billed to the requesting agency in accordance with the telecommunications labor rate schedule for consulting services. System-wide studies and analysis for countywide communications planning will be absorbed in the Field Management Services Division's budget.

#### **Mobile Wireless Device Support Costs (Subobject code 31015)**

In addition to Cellular Telephones, ETSD is adding Personal Digital Assistants (PDA), to the list of supported mobile devices. Actual costs for mobile service will be charged back to departments as incurred. If your operations will require additional mobile service, these figures must be increased to cover those services. Ordering, moves, adds, and changes of mobile service and devices will be billed on a time-and-material basis, as shown in the telecommunications CSR labor rates schedule. Beginning this year, departments will be assessed an administrative fee of \$2.50 per mobile device administered by ETSD. Increases in service such as device programming, ESN changes, switching rate plans, resolution of technical problems, device exchange, and delivery of equipment has increased internal costs in providing these services. However, departments may opt for managing their own mobile base internally with approved County service providers. Please contact our mobile liaison if you wish to manage your own base of mobile devices.

Feature changes, logical configuration and ancillary equipment, such as chargers, hands-free units, batteries, etc., will also be charged according to the published rates for labor including parts and equipment. Overtime labor costs and costs related to cellular service and equipment replacement and installations will be charged at one and a half time of published rates and are subject to customer approval.

#### **Data and Other Communication Costs**

Costs for data circuits will be charged back to departments as incurred on a monthly basis. Costs based on a two-year average have been included under subobject code 31018. **If changes in your operation require a higher level of service, these figures must be increased to cover additional costs.** Higher operating costs or tariff changes, which occur in the middle of the year, will be adjusted for each agency accordingly.

### **Fiber-Optic System (Subobject Code 26130)**

Agencies that use county-owned, dedicated fiber-optic circuits will be billed per month, per circuit, according to the type of circuit used. These circuits will be classified as one of the following:

<b><u>Types</u></b>	<b><u>Installation Cost</u></b>	<b><u>Monthly Cost</u></b>
DSO (56 kps)	\$240	\$50
DSL (up to 1.54 Mbs)	\$600	\$250
T1 (1.54 Mbs)	\$500	\$250
T3 (45 Mbs)	\$2,200	\$2,000
Gigabit (Ethernet)	\$2,500	\$3,000

### **Leased Circuits from Local Carriers**

For those agencies requiring estimates on contracted local data circuits (BellSouth) the following rates can be used as budgeting estimates:

<b><u>Types</u></b>	<b><u>Installation Cost</u></b>	<b><u>Monthly Cost</u></b>
ISDN	\$800	\$90
DSO (56 kps)	\$500	\$225
T1 (1.54 Mbs)	\$1,000	\$550
T3 (45 Mbs)	\$6,000	\$5,000

**Note:** Leased circuits are governed by tariffs and actual cost varies dependent on distances.

### **MetroNet Access and Associated Charges**

MetroNet is the term used for the countywide area network. Those agencies requesting connection to MetroNet will have access to host mainframe, electronic mail and calendaring, access to the information and services that are published on the County's intranet web site, access to computer systems which reside on the County mainframe including public records, and other enterprise systems, access to the Internet, content, spam filtering, firewall and security services and anti-virus protection for desktops and servers, etc.

This service is currently paid through the funding model. In order to participate in MetroNet, a personal computer Pentium 4 class or better with at least 256 megabytes of memory, and 400 megabytes of free disk space is required (disk space available after OS and all application installations). Upgrades of existing systems to meet minimum requirements and additional physical connectivity requirements (data drops) are the responsibility of departments.

ETSD will consult with departments to complete an equipment assessment with regards to the provisioning of workstation wiring, network interface cards, and possible hardware/software upgrades. Please contact ETSD's Desk-Top Computer / Peripheral Repairs and Upgrades liaison for a customized quote.

### **Network Engineering/Design**

Assistance to departments in addressing special data communication network, phone system and/or computer facility requirements can also be provided. This includes such systems in new and renovated buildings, large-scale installations, moves, or reconfigurations done by County staff or outside contractors. Improvements to a departmental telecommunications network to reduce a department's overall communication bill or enhance performance also fall into this category. The services outlined above will be charged back to departments at the engineering rate. Incidental "out-of-pocket" costs for drawings, special supplies, or services incurred in developing plans/designs for departments will either be paid for directly by the requesting department or charged back at cost, if initially paid for by ETSD.

### **Desktop Computer Maintenance Costs**

Basic maintenance of desktop computers (PCs) and associated peripherals will be billed on a time-and-material basis as outlined in the labor rate schedule. Alternatively, departments may contact ETSD's Desk-Top Computer / Peripheral Repairs and Upgrades liaison to develop and implement a Service Level Agreement for desktop support services. This will allow departments to normalize charges and make the budgeting process easier. Based on repair history, departments should allocate \$150 to \$200 for each configuration including base unit, monitor, and standard impact printers. Repairs on laser printers, plotters and nonstandard devices may increase costs for the configuration. Departments should also consider the age of the equipment and upgrades when estimating costs. Desktop replacement costs vary depending on configuration and customer requirements. Please contact the Desktop liaison for a customized quote.

### **Host Computer Access Equipment Maintenance and Installation**

Basic maintenance and repairs of data access equipment such as CRTs, printers, controllers, modems and basic cabling are included as part of the network services provided by ETSD. This includes repairs that do not require physical or logical changes to equipment or cabling. The cost associated with the maintenance of controllers, and multiplexers are incorporated into the per unit charge of terminals and host printers. The service level governing response times includes a 4-hour response to an initial call and repair within 24 hours of the service call. The per unit charge is assessed on a monthly basis based on the following 3270 data terminal and host mainframe printer devices:

Terminal Maintenance Programs	<b>\$5.00 monthly per terminal</b>
Host Printer Devices	<b>\$16.00 monthly per host printer.</b>

Moves and reconfiguration of data-related equipment, including site planning, requiring physical rearrangements/installation of wiring, cable connectors wall mounts/receptacles and maintenance of nonstandard county-issued computer equipment will be billed on a time-and-material basis as outlined in the labor rate schedule. Other chargeable items include "no trouble found" site visits after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ETSD Telecommunications.

### **Service Representatives**

If you are planning to make major changes to an existing system, implement a newly developed system or have other application or cost related questions, please contact your ETSD representative to discuss requirements. The following service representatives may be contacted regarding issues or questions related to the indicated areas:

<b><u>Service Type</u></b>	<b><u>Contact</u></b>	<b><u>Phone No.</u></b>
Applications Development or Maintenance	Bob Landrian or Ulma Gonzalez	(305) 596-8320 (305) 596-8391
Billing: Mainframe Usage	Elio Calvo	(305) 596-8383
Billing: Telephone Local / Long Distance / Data Circuits / Cellular / Mobile devices	George Bello	(305) 596-8882
Voice / Data Structured Cabling System Installations	JC. Cobbett	(305) 275-7944
Desk-Top Computer / Peripheral Repairs and Upgrades	John Concepcion	(305) 596-8368
GIS Services	Martha Guerra Jane Robinson	(305) 596- 8398 (305) 596- 8228
Local Area Networks	Valentin Alvarez	(305) 596-8861
MetroNet Support	Robert Ashby	(305) 596-8269
Mobile / Portable Radio	Patrick Burke	(305) 596-8255
New / Upgrades of Building Telecommunications Systems	Juan Aguirre	(305) 596-8941
New Telephone Service / Minor MAC Work / Cellular / Mobile PDA / Voicemail / Traffic Studies	Maria Garcia	(305) 596-8346
Online Services	Deborah Higer	(305) 375-3361
Telephone Repair	Wilburn DeFour	(305) 596-8141
Voice System Projects	Juan Aguirre	(305) 596-8941
Wide-Area Network Design / Provisioning Fiber / Leased Circuits	Peter Collis	(305) 596-8272

### **Types of Charges**

Customers may opt to be billed hourly or to establish a contract obtaining dedicated resources at a fixed rate, by classification, at either an annual or semi-annual rate. The rates include activities related to projects, including project management and administration, maintenance, and ad hoc reports. Costs related to staff assigned to on-call duties (24-hour support) will be charged where appropriate.

The rates are for work performed by County employees. Rates for contract programmers may be higher and will be quoted at time of engagement. Contract programmer rates will also include the contractor multiplier identified in the rate schedule referenced in the Labor Rates section.

If your department currently has a contract with ETSD for resources to support an application, please include the cost of these resources in your budget for next year.

### **Other Project Staffing Options**

For application development, contractors are often hired on an as needed basis, from a pool of companies that responded to a bid issued by the County. Contractors are brought onboard to supplement the use of county resources, either as part of a team to provide maintenance and support to applications or to participate as members of a team in the development of new applications. They are usually hired for specific project duration and are then released. This practice allows ETSD to use its technical resources to manage and control projects, and to retain staff knowledgeable of the application for maintenance and support.

The existing contracts will be re-bid during the upcoming year and rates will be quoted at time of engagement. The contractor fee is based on an hourly rate for the number of hours worked plus administrative overhead (contractor multiplier) and does not provide for the payment of per diem or any other expenses. The fees for contractors are determined by the results of the competitive bidding process and may, therefore, vary depending on the provider and technical level desired.

### **Services Rates**

Customers will be billed for hours associated with activities related to their projects, including project management and administration. Hours for leave (annual, holiday, or sick time), general professional training, or general administrative activities will not be charged to the project. Overtime costs and costs related to staff assigned to on-call duties (24-hour support) will be added where appropriate and will be subject to customer approval.

The rates for FY 2004-05 are shown below. There are two options available, one is the time and materials rate and the other is based on a full time dedicated position by professional classification. These rates are for work performed by County employees. For budgeting purposes a full time equivalent (FTE) is considered to be 1,560 hours per year. Rates for contractors may be higher and will be quoted at time of engagement.

### **Rate Table**

<b><u>Service</u></b>	<b><u>T &amp; M Rate</u></b>
Project Manager	\$90 per hour
Design Engineering Services	\$80 per hour
Technicians	\$65 per hour
Telephone Order Processing	\$52 per hour
Mobile Device Ordering (PDA)	\$52 per hour
Cellular Telephone Ordering	\$52 per hour
Operating Systems Programmer	\$95 per hour
Programmer Analysts	\$78 per hour
Senior Technical Systems Programmer	\$95 per hour
Contractor Multiplier	15%
Project Manager	\$90 per hour
On Call Fee	\$9,000 per year

<b><u>Dedicated Services</u></b>	<b><u>Annual Rate</u></b>	<b><u>Semi-Annual Rate</u></b>
Junior Programmer Analyst/ Web Designer	\$97,000	\$48,500
Intermediate Programmer Analyst/ Web Designer	\$112,000	\$56,000
Senior Programmer Analyst/ Web Designer	\$125,000	\$62,500
Senior Technical Systems Programmer	\$138,000	\$69,000

### **Service Directory**

The County will be introducing a new Technology Portal, which will consolidate technology service information to citizens, employees, technology specialists, other local governments and our technology professional partners. This web site will serve as an interactive tool and vehicle to work collaboratively in the use of technology and will provide the following:

- Service Directory detailing the technology services provided, prices, and procedures for obtaining these services, contact information and Service Levels
- Technology Tools and Information for our Technology Experts to do their jobs and provide the services to our customers
- Information on Technology Education and Training
- Technology User Groups and Meeting information
- Information on county-wide technology initiatives
- Standards, guidelines and best practices
- Strategies, policies and plans
- Performance Metrics

**Schedule of Communication Charges**

DEPT		Radio Repairs & Maint	Radio Svcs Infra	Local Tel Svc	Long Distance	SUNCOM	CDPD	Directory Listing	Mobile/ Cell	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31012	31013	31023	31015	31018
AT	County Attorney	200	300	56,700	2,200	2,700	0	0	7,500	800
AU	Audit Management Services	0	0	20,700	700	900	0	0	700	0
AV	Aviation	265,300	302,500	0	0	0	0	300	0	0
BC	Building Code Compliance	2,200	2,500	22,000	600	1,700	0	0	0*	900
BD	Business Development	0	0	47,000	1,300	1,400	0	0	6,500	200
BL	Building Department	4,100	4,700	245,500	6,600	0	94,200	0	0*	84,900
BU	Office of Strategic Business Mgmt.	0	0	30,500	600	700	0	0	2,500	400
CA	Community Action Agency	5,800	6,600	187,300	8,100	100	0	0	3,000	50,400
CC	Board of County Commissioners	0	0	110,900	7,800	2,400	0	400	92,500	10,800
CD	Community & Economic Development	0	0	40,800	1,100	900	0	0	4,100	600
CI	Chief Information Officer	0	0	33,300	600	800	0	0	5,000	500
CL	Office of the Clerk	2,400	2,800	601,100	20,800	3,700	0	0	0*	142,100
CM	County Manager	0	0	48,600	3,000	1,400	0	1,100	52,400	3,600
CQ	Administrative Coordinator	0	0	11,600	200	100	0	0	8,100	200
RB	Administrative Coordinator	0	0	9,200	200	300	0	0	15,200	100
CR	Corrections & Rehabilitation	617,000	703,400	933,200	37,300	37,300	1,100	0	0*	179,000
CS	Consumer Services						0	0		
	Director/Information	11,800	13,500	9,000	1,300	100	0	400	600	600
	Protection	0	0	13,600	300	200	0	0	0	0
	Cooperative Extension	0	0	10,400	3,800	0	0	0	400	0
	Passenger Transportation	0	0	18,000	300	200	0	0	2,200	0
	Cable TV	0	0	2,400	100	0	0	0	500	0
CT	Communications	2,600	3,100	47,300	1,100	1,100	0	0	18,000	600
CU	Cultural Affairs						0	0		
	Cultural Affairs Council	0	0	16,900	1,800	500	0	0	1,600	600
	Miami Art Museum	0	0	18,000	300	1,500	0	7,900	0	1,800
	Art in Public Places	0	0	1,600	0	100	0	0	200	0
	Historical Museum	0	0	17,900	300	700	0	3,900	1,400	0
	Performing Arts Center	0	0	30,700	17,100	0	0	0	0*	300
DE	Environmental Resources Mgmt.	30,200	34,500	293,300	32,100	9,200	0	0	23,700	5,700
EL	Elections	0	0	333,200	3,400	900	0	400	103,600	1,100
ER	Employee Relations	0	0	92,800	2,500	1,300	0	400	900	9,800
ET	Enterprise Technology Services	45,100	51,500	374,300	41,600	88,100	22,800	0	113,300	661,700
EZ	Empowerment Zone	0	0	14,700	3,200	0	0	0	0*	100
FE	Fair Employment Practices	0	0	3,100	100	0	0	0	300	0
FN	Finance	0	0	148,300	3,800	3,400	0	700	1,300	28,100
FR	Fire & Rescue	125,700	890,400	252,500	35,500	1,800	39,900	700	800*	121,700
	Emergency Management	46,300	52,800	0	0	0	0	0	0*	0
GG	General Government	0	0	3,800	100	0	0	0	0	2,700
GG	IRP	0	0	3,400	100	0	0	0	0	0
GG	Dade Delegation	0	0	2,700	0	1,300	0	0	2,000	0
GG	Ethics Commission	0	0	18,000	1,700	100	0	0	0*	22,100
ND	Legal Aid	0	0	30,500	7,600	0	0	0	0	0
ND	Law Library	0	0	0	0	500	0	0	0	900
GS	General Services Administration	60,700	69,500	340,400	9,200	6,000	0	0	19,000	105,600



DEPT		Radio Repairs & Maint	Radio Svcs Infra	Local Tel Svc	Long Distance	SUNCOM	CDPD	Directory Listing	Mobile/ Cell	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31012	31013	31023	31015	31018
	Miami-Dade Housing Agency									
HD	HUD	20,900	23,800	342,300	9,700	6,200	0	0	0*	27,600
SH	Special Housing	0	0	167,700	9,600	0	0	0	0*	41,000
HF	Housing Finance Authority	0	0	5,300	1,500	0	0	0	2,100*	3,500
HS	Human Services	15,800	18,200	633,800	62,400	3,500	5,900	39,800	23,700	104,000
HT	Homeless Trust	0	0	5,600	100	200	0	0	2,400	0
JA	Judicial Administration	300	3,900	774,300	51,400	22,000	0	1,800	0*	202,000
	Public Defender	0	0	299,800	54,700	25,600	0	0	23,600	56,100
	State Attorney	15,400	17,600	524,900	35,700	46,500	0	0	14,100	106,600
LB	Libraries	0	0	184,700	6,000	1,400	2,100	1,000	10,900	392,000
MA	Office of the Mayor	0	0	33,600	1,700	1,500	0	400	36,300	1,200
ME	Medical Examiner	0	0	81,300	1,400	6,200	0	0	500	3,100
MM	MMAP	0	0	25,300	9,800	0	0	0	4,400*	3,800
MP	MPO	0	0	7,600	100	700	0	0	4,300	100
MT	Miami-Dade Transit	520,600	593,500	848,800	51,600	8,000	3,300	3,200	400*	427,900
PA	Property Appraiser	0	0	72,900	1,600	1,700	0	0	400	3,500
PD	Miami-Dade Police Department	3,200,000	2,049,800	2,129,800	158,000	111,100	201,600	900	1,400*	1,360,000
PM	Procurement Management	0	0	49,900	1,200	4,800	0	0	4,500	700
PR	Park and Recreation	149,200	170,200	474,100	33,800	100	0	78,000	18,800	76,400
PW	Public Works	72,900	83,200	155,300	6,900	1,500	2,100	700	61,000	2,748,000
PZ	Planning and Zoning	700	900	78,900	2,000	1,500	7,900	0	1,300	1,600
SN	Safe Neighborhood Parks	0	0	2,500	100	0	0	0	0	0
SP	Seaport	55,900	63,800	144,600	4,900	1,900	0	400	16,600	37,100
SW	Solid Waste Management	170,100	193,900	244,800	7,000	5,800	13,300	0	200*	185,000
TM	Team Metro	27,800	31,800	107,600	4,800	400	2,700	400	23,200	65,500
UE	Urban Task Force	0	0	4,500	1,500	0	0	0	500	0
VZ	Vizcaya	500	600	16,100	800	1,200	0	400	0	25,200
WS	Water and Sewer Department	455,600	519,400	501,600	21,700	1,200	13,700	200	5,200*	400
	SFETC	0	0	61,900	5,000	100	0	0	0	1,100
	<b>TOTAL</b>	<b>5,925,100</b>	<b>5,908,700</b>	<b>12,474,700</b>	<b>803,400</b>	<b>424,500</b>	<b>410,600</b>	<b>143,400</b>	<b>743,100</b>	<b>7,311,300</b>
	<b>* Indicates the Departments that pay their own Mobile/Cellular invoices. The amount entered is for loaners.  Note : Unplanned increases or decreases in service have not been made to the amounts shown on this schedule  and will be billed or credited back to the department, as appropriate.</b>									

## FINANCE

### APPENDIX C: Indirect Cost Rates

#### Central Services Cost Allocation Plan Summary of Indirect Cost Rates by Department

Direct Cost Pools	FY 2001 Allocated Indirect Costs	FY 2001 Direct Salary Costs	Indirect Cost Rate
Building Code Compliance	\$ 465,007	\$ 2,729,560	17.04%
Board of County Commissioners	818,500	4,941,886	16.56%
Building Department	1,995,601	15,300,948	13.04%
Clerk of the Courts	11,076,711	41,522,225	26.68%
Communications	368,134	2,171,349	16.95%
Community Action Agency	1,726,191	19,974,106	8.64%
Community and Economic Development	1,040,871	7,193,130	14.47%
Consumer Services	626,266	4,418,560	14.17%
Corrections and Rehabilitation	5,135,297	113,425,572	4.53%
Cultural Affairs	410,813	1,807,703	22.73%
Elections	701,914	4,271,343	16.43%
Environmental Resources Management	2,056,906	21,676,691	9.49%
Fire Department	6,653,878	120,283,935	5.53%
General Government	1,439,343	2,272,158	63.35%
Homeless Trust	166,035	495,898	33.48%
Human Services	3,542,716	38,599,869	9.18%
Judicial Administration	11,527,940	19,455,504	59.25%
Library	3,605,432	17,193,313	20.97%
Medical Examiner	1,067,400	3,765,902	28.34%
Miami-Dade Action Plan	113,992	1,013,561	11.25%
Miami-Dade Planning Organization	220,530	1,187,568	18.57%
Miami-Dade Police Department	22,392,408	242,421,695	9.24%
Miami-Dade Transit	18,722,292	131,666,956	14.22%
Non-Departmental	20,504,994	229,435,190	8.94%
Office of the Mayor	246,188	2,094,039	11.76%
Parks and Recreation	5,532,499	38,166,844	14.50%
Planning and Zoning	1,331,823	6,354,649	20.96%
Property Appraiser	2,111,301	8,528,590	24.76%
Public Works	4,145,766	23,889,849	17.35%
Safe Neighborhoods Park	26,933	272,216	9.89%
Seaport	1,168,954	11,096,917	10.53%
Solid Waste Management	8,293,443	42,366,924	19.58%
Tax Collector	3,136,343	6,490,238	48.32%
Team Metro	693,156	8,129,808	8.53%
<b>Total Composite</b>	<b>\$143,065,577</b>	<b>\$1,194,614,696</b>	<b>11.98%</b>

Miami-Dade County, Florida, Consolidated Countywide Cost Allocation Plan for fiscal year ending fiscal year ending September 30, 2001. This indirect cost rate should be incorporated into the FY 2004-05 budget submission unless discussed and agreed to by the OSBM.

**Contact: Jose Fernandez, Finance Department  
(305) 375-5080**

**Annual Earned Interest Yield**

**FUND 108**

Based on recent experience, interest earnings should be budgeted at 1.5 percent.

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